

Grand Time Off
Childcare Respite Program
A Program of Children & Families First
Sponsored by Joining Generations
Enrollment Packet

302-479-5101

From New Castle County

800-537-5557

From Kent & Sussex Counties

855-462-0420

Fax

5 a.m. to 10 p.m., 365 days a year

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THE GRAND TIME OFF PROGRAM

The Grand Time Off program provides respite childcare service to grandparents and other relative caregivers who are raising other relative's children in their own homes, providing the majority of care for these children. Grand Time Off Specialists will assist the caregiver in determining needs and eligibility. Once determined, funding made available through the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) Joining Generations program, in addition to the caregiver's contribution, will subsidize the cost of the respite care you choose. Each enrolled child will be allocated a portion of the available funding. Additional funding may be available if a caregiver demonstrates a need for additional respite care subsidy during the contract year. When enrolling, caregivers will receive written confirmation of enrollment and the amount of subsidy allocated to them.

Grand Time Off is a program developed by Children & Families First, a nonprofit dependent care resource and referral organization based in Wilmington, Delaware, with funding from the Division of Services for Aging and Adults with Disabilities. The source of the funds is the Older Americans Act National Family Caregiver Support Program.

YOU MAY USE GRAND TIME OFF WHEN:

- you have appointments or other commitments and need care for your eligible child.
- you need a short break from your routine caregiver duties.
- your need for care is short-term *Grand Time Off is not intended to replace your ongoing care arrangements.*

You must be enrolled in Grand Time Off in order to use the service. To enroll, simply follow the steps outlined in the next section.

By participating in the Grand Time Off program, the caregiver and the care provider agree that neither the Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) nor Children & Families First (CFF) will have any liability, direct or indirect, for the actions of any particular provider or any adverse consequences that may arise in connection with the use of the Grand Time Off program

Questions? Call Grand Time Off at 800-537-5557 from Kent & Sussex Counties or 302-479-5101 from New Castle County.

ENROLLING IN GRAND TIME OFF

- **COMPLETE THE ENROLLMENT FORM INCLUDED WITH THIS PACKET**

On the **Enrollment Form**, you are asked to fill out basic information about yourself and your family. There is space to include information on three eligible children. If you have more than three children eligible for the Grand Time Off program, make a photocopy of the enrollment form and fill out the additional information on that form.

- **MAKE A COPY OF YOUR COMPLETED FORM(S)**

Children & Families First retains a copy of your form(s) in the event your provider needs them. However, it is a good idea for you to have them readily available, in the event that they are needed in an emergency.

- **RETURN YOUR COMPLETED FORM(S)**

Mailing address:

**Children & Families First
2005 Baynard Boulevard
Wilmington, DE 19802**

Fax number:

855-462-0420

- **RECEIVE CONFIRMATION OF YOUR ENROLLMENT**

When your Enrollment Form is received, a Grand Time Off Specialist will review it to make sure everything is complete. You will either receive a request for additional information or a note confirming your information is on file with the Grand Time Off program.

Questions? Call Grand Time Off at 800-537-5557 from Kent & Sussex Counties or 302-479-5101 from New Castle County.

CHOOSING A PROVIDER

Grand Time Off Specialists are available to help you choose respite care arrangement(s) that will work best for you. You may select from a variety of care options. The Grand Time Off Specialists can refer you to licensed or legally operating family childcare homes or childcare centers. You can use a friend or family member, or any childcare provider you are familiar with. Since these providers will not be pre-screened, **you** will need to interview and visit potential providers to decide whether they can provide the kind of care you want. You make care arrangements directly with these providers. Be certain the provider you select is aware of any special medications or prescriptions that must be administered, and that safety precautions are discussed.

Note: If you use a friend or family member, GTO will pay a maximum of \$5.00 per hour per child.

You may use your subsidy to pay for this care if:

- Your provider is over age 19;
- The provider gives you his/her Social Security number or tax identification number;
- The provider is not your spouse/partner;
- The provider is not the child's parent or stepparent;
- The provider is not your regular caregiver, unless used for respite care hours that are different from your regular schedule. For example, if you use your regular after-school provider for a full day on an in-service day, you will be eligible to use your subsidy for the additional hours of care (those hours that fall outside your regular care hours);
- The provider is willing to have the subsidy portion of the cost of care paid through the Grand Time Off program, recognizing that the payment will be sent within two to four weeks of receipt of the invoice.

****Important tax information****

Providers earning over \$600 annually from the Grand Time Off program will receive a Form 1099 from Children & Families First for IRS reporting purposes.

Care information is intended for referral purposes only. We do not warrant the information concerning any provider nor do we license, endorse, or recommend any particular provider. Only you can determine the quality of care that is appropriate for your dependent.

Questions? Call Grand Time Off at 800-537-5557 from Kent & Sussex Counties or 302-479-5101 from New Castle County.

MAKING CARE ARRANGEMENTS

If you want Grand Time Off Specialists to refer you to a respite care provider:

- Call the Grand Time Off program at **800-537-5557** or **302-479-5101** in New Castle County as soon as you know you will need respite care. You will speak with a Specialist who will discuss your options and help you choose care. You also are encouraged to call **before** you have a specific need to discuss the possible care options for future use. You and your child should visit care sites in advance.
- The Specialist will assist you in identifying licensed/legally operating care providers who could provide respite care for you.

Note: Licensed/legally operating care providers often require a copy of a current health appraisal, SUCH AS A CURRENT PHYSICAL CHECK-UP FORM, for each child for whom care is provided. Check with the provider about required medical documentation before using respite care.

- Make care arrangements directly with your provider, and then:
 - If you choose to share the cost, pay the provider your portion.
 - **Note:** If you prefer paying the provider for the full cost of care up front, that is your decision, but the subsidy payment **cannot** be sent to you. It must be sent directly to your provider. You and the provider must then work out an arrangement for the subsidy amount to be returned to you.
 - Complete a Grand Time Off respite care invoice **after the care takes place**. Both you and your care provider will need to sign the invoice. You then mail or fax the invoice to Children & Families First. The payment will be sent to your provider within two to four weeks of receipt of the invoice.
 - **All invoices must be submitted to Children & Families First for payment within 30 days of the care arrangement or loose eligibility for payment for that child care arrangement.** CFF will NOT pay invoices for child care that are submitted later than 30 days after the care was provided. To confirm receipt of invoices, call the GTO Specialist at 302-479-5101 (in New Castle County) or 800-537-5557 (outside New Castle County).

Questions? Call Grand Time Off at 800-537-5557 from Kent & Sussex Counties or 302-479-5101 from New Castle County.

CANCELING A RESERVATION

- If you have called Grand Time Off to report using care arranged on your own and you decide not to use the care, you will need to call Grand Time Off to report that you have cancelled the care.

ON THE DAY OF CARE

Whether using a licensed program or a friend or family member, you should consider the relationship with your respite care provider to be a professional one. Things to keep in mind:

- Be sure to abide by any policies and procedures outlined for the day of care, including providing any required medical documentation, such as a copy of a current health appraisal for your child.
- Set clear expectations with your provider: what you expect from your provider in terms of caring for your child, as well as what your provider should expect from you.
- Be certain the provider is aware of any special medications or prescriptions that must be administered, and that safety precautions are discussed.
- You are responsible for bringing any personal items your child might need, including weather-appropriate outerwear. You also may be responsible for bringing meals/snacks. All of the items should have the child's name on them.
- At the care site, be certain to accompany your child(ren) to the location where care is being provided. Be sure to follow any specified sign-in/sign-out procedures.
- If you choose to share the cost, pay your portion of the cost of care to the provider and make any necessary invoicing arrangements.

Questions? Call Grand Time Off at 800-537-5557 from Kent & Sussex Counties or 302-479-5101 from New Castle County.

GETTING THE MOST OUT OF THE GRAND TIME OFF RESPITE CARE PROGRAM

- **Enroll now**, *before* you actually need respite care! Then when you do need care, all your paperwork will be completed and on file.
- Plan for respite care as soon as you know you'll need it. For example, if you have scheduled medical or dental appointments for a month from now, call now to arrange care.
- Call now to discuss a plan with the Grand Time Off Specialist for times when you truly may need care at the last minute. There are steps that can be taken now to make it easier for you in those emergency situations.
- Be willing to consider several care options instead of limiting yourself to just one type of care or one location.

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