



# HOME VENT RESPITE NEWSLETTER

*A Newsletter for Families and Respite Providers*

Spring "2011"

## Attention

We have changed to a bi-monthly schedule for receiving and processing respite checks for nurses. There will be up to 40 hrs for the quarter, depending on current funds available. All paperwork must be received in our office within 30 days of the date of service. Billing will close on the first and the 15th of each month, with checks being mailed to nurses within seven business days. Please remind your nurses that we only accept phone calls and inquires about respite checks from families, and that all paperwork must be mailed to us and must include original signatures of the nurses and parents.

Families are informed about available respite care hours, contingent upon availability of funds, on a quarterly basis via a VACHP Respite Newsletter. Available respite care hours are based on budget limitations and family utilization. **HOURS MAY NOT BE BORROWED FROM THE NEXT QUARTER.** Families may not exceed the number of hours allotted in a quarter except in the event of an extenuating circumstance such as a potential employment risk to parents/guardians, emergency coverage in the absence of the parent/guardian, etc. The VACHP Administrative Director must approve or deny additional hours.

We will not accept faxed or hand-delivered documentation or time sheets. Only nurses credentials may be faxed. Please remember to request respite care *prior* to using nursing hours to ensure that there are hours remaining in your child's respite bank and that funds are available from the program.

*We will not accept any phone calls from nurses regarding respite issues or payment.* All inquiries must be submitted via fax, written letter or email.

### Email Addresses:

boroughs@email.chop.edu  
debbie.heinecke@chp.edu  
doughertyJ@email.chop.edu  
english@email.chop.edu  
gagen@email.chop.edu  
kinney@email.chop.edu  
elizabeth.rollog@chp.edu

### FAX#:

(215) 977-8228(Phila)  
(412) 692-6657(Pitts)

### Mailing Address:

100 N. 20th Street  
Suite 201  
Phila, PA 19103

Please remember :

Send in your updated nursing license and CPR card to avoid delay in payment.

Submit your child abuse and criminal clearance. If you work for a nursing agency they can fax us a copy of these documents

Submit all address and name changes in writing to VACHP.

If you provide respite to more than one child, we only require one set of updated credentials but we do need a separate

## Parents

### **Please Remember:**

- ◆ For Quarter 4 (Apr, May, June.) there will be **40** hours respite care available.
- ◆ Respite hours are **NOT** to replace the hours that should be covered by the agency through your insurance.
- ◆ *Parents are the employers of respite care providers. The VACHP is only the funding source.*
- ◆ Respite paperwork must be mailed to the office. We cannot accept hand-delivered paperwork to the offices.
- ◆ We will not process incomplete paperwork for payment. Please review all paperwork for completion of information and required signatures before sending to VACHP.

**Please post this information so your respite providers can be aware of updates.**