



HOME VENT RESPITE NEWSLETTER

A Newsletter for Families and Respite Providers
Winter "2009"

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
Gwen.harcar@chp.edu
Ricek@email.chop.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 Provider Form for each child.

Attention

IMPORTANT NOTICE TO FAMILIES. PLEASE READ!

We are happy to announce that respite funds have been restored. ALL hours must be **pre-approved**, as usual, by calling in or emailing the hours to us in advance. We cannot reimburse nurses whose credentials are not current at the time they provide care for your child. During the third quarter, January—March there will be 56 hours of respite available.

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.

Parents

Please Remember:

- ◆ ***For Quarter 3 (Jan, Feb. Mar.) there will be 56 respite hours available***
- ◆ Respite care providers can NOT be paid for more than 16 hours in any 24 hour period.
- ◆ Credentialing must be up-to-date PRIOR to providing respite care.
- ◆ Parents are the employers of respite care providers. The VACHP is only the funding source.
- ◆ Respite paperwork must be mailed to the office. We **will not** accept hand-delivered paperwork to the office for any reason.
- ◆ 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.