

Respite Care Enrollment Procedures

Note: Only approximately 2% of Exceptional Family Members (EFMs) will qualify for respite care services through the Exceptional Family Member Program (EFMP). Please contact an ACS EFMP representative to find out if you or your Family member will qualify for the program.

Step 1: Family member applying for respite care must be enrolled in the Exceptional Family Member Program. Verification of EFMP enrollment will be checked at this time. If you are not enrolled in EFMP, your application can not be received. To initiate/update enrollment, visit the medical EFMP office at Carl R. Darnall Army Medical Center (CRDAMC) located at 36065 Santa Fe Avenue, first floor, North Clinic, Wetlands, next to Pediatrics. Hours of operation are: Monday through Friday, 0730-1630. For questions, call **288-8099**.

Step 2: Family must complete the DD Form 2870 (Authorization for Disclosure of Medical or Dental Information). This form gives the ACS EFMP permission to request that your primary care physician complete the DA Form 4700. **If your EFM does not qualify for respite care services, you will be notified as soon as possible.**

Step 3: Family must then complete DA Form 5189 [2 pages] (Application for Respite Care for Children and Adults with Disabilities), a Family Needs Assessment [3 pages] and an intake information sheet.

Step 4: Forms are returned to the ACS EFMP office (River's Building). They **cannot** be returned to/accepted at the medical EFMP office at Darnall. **Incomplete packets will not be accepted.**



Steps 5 through 9 only apply to EFMs who qualify for respite care services.

Step 5: Family will be notified and an appointment will be given to the Family to attend the next available Respite Care Panel Review Board meeting. The meeting can be in person or telephonic. (The Board meets once a week!)

Step 6: Using a Department of the Army generated matrix, the Respite Care Panel Review Board will review the application, and make a recommendation to the Garrison Commander (GC) on the number of hours the EFM is eligible to receive. The GC will be the deciding authority for eligible hours and will advise the ACS EFMP. When the decision is received from the GC, the Family will be notified by postal mail and/or e-mail. Please note that Respite Care is not in effect until you hear from Strategic Resources Inc. (SRI). The letter from the GC is only informing you that hours have been approved.

Step 7: Once notified by SRI that care may begin, Families may select a respite care provider. SRI will inform the provider about the requirements that must be met prior to the Family receiving care. SRI will notify both the Family and provider when Respite Care may begin.

PLEASE NOTE:

- Family cases that have previously been assessed at another installation, and are transferring to the Fort Hood EFMP, are authorized care until the anniversary date of the Garrison Commander's letter. Sixty days prior to the expiration date, EFMP will begin the revalidation process.

- Families participating in a required annual review may continue respite care services. The revised number of hours will be in effect the month after the decision from the GC is received by the EFMP office.