

Family Aide and Respite Care – Payment to Provider

New This Fiscal Year

Starting on July 1, 2015 payments for family aide and respite will be made directly to the provider. The FSS program will not reimburse families for paying aides or respite providers themselves. When completing invoices for family aide or respite, check the “pay provider” option. The provider signs the form and provides his/her social security number.

Access to Your Allocation

- 1) Individuals have access to 1/2 their allocation each 6 month period in the fiscal year. Allocations do not automatically carry over from one half year to the next.
 - You can make a request to move some or all of your family member’s allocation from one half of the fiscal year to the other. Contact your family member’s Support Coordinator as soon as you realize that you will need to shift funds.
 - There is a deadline to request moving funds from the first half to the second half of the fiscal year. This year’s deadline is **October 1, 2015.**
- 2) Allocations do not carry over from one fiscal year to the next.
- 3) Any part of your first 1/2 year allocation not used by December 31 will return to the county.
- 4) Receipts showing the amount spent, date of purchase and vendor must accompany all invoices for recreational activities.
- 5) Respite and family aide care givers will be paid directly by Easter Seals. Caregivers must sign every invoice and provide their Social Security Number for those services. **Caregivers who earn more than \$600 in the calendar year will receive a form to pay income tax on their earnings.**
- 6) Activity logs must accompany invoices for respite and family aide services.
- 7) Contact your Support Coordinator to begin the process for an Innovative Service Request.
- 8) You will not be reimbursed for any expense where you need an Innovative Service Request if the item is purchased before getting the request approved.

Deadlines

- Invoices for purchases or services paid out from July 1 through December 31, 2014 must be received by the Easter Seals office **no later than 4:30 PM on January 08, 2016.**

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*Editor:
Ramona Neidig*

*Telephone:
610-849-8076, ext. 25*

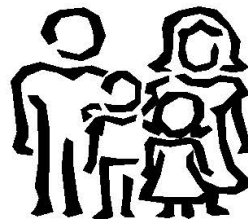
Published six times a year to inform persons with intellectual and developmental disabilities, their families, and the community about programs, trainings & events in Lehigh and Northampton Counties. Please visit www.arcofhighnorthampton.org for more info.

- Invoices for services or purchases paid out from January 1 through June 30, 2015 must be received by Easter Seals office **no later than 4:30 PM on July 08, 2016**.
- To observe deadlines, invoices must be received by the Easter Seals office during normal business hours Monday – Friday 8:30 AM – 4:30 PM except for holidays or other office closures. Call Easter Seals office at 610-289-0114 if you have questions about office hours, bad weather or holiday closures.
- Families can mail invoices, but U.S. Postmark will not be used to determine cooperation with deadlines.
- Invoices are logged into Easter Seals based on the date they arrive in the office.

Please check with your supports coordinator or his/her supervisor to clarify any policies or procedures you don't understand. Please check with Easter Seals if you need more invoices.



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