



Policy Number: SE4.381	Policy Section: Supports and Services	Effective: October 1, 2021 Amended: February 7, 2022
Title: Family Respite Policy		Executive Sponsors: Vice President, Regional Operations Vice President, Strategic Initiatives

Summary:

This policy explains CLBC’s respite services for individuals and families. Respite services help individuals and families to take breaks and helps keep families strong and together.

This policy explains the 2 types of respite funding. Direct-funded respite is paid directly to the individual and family to hire their own respite workers. Contracted respite is paid to a service provider that helps to hire respite workers for the individual and family.

The policy gives information on how individuals and families can and cannot use their direct-funded respite funding.

1. PURPOSE

CLBC supports individuals to have lives filled with possibilities in welcoming communities using natural, generic, and paid supports and services. Families are an important natural support for many individuals and all family members need to be resilient to support one another. When used effectively, respite promotes stability, reduces stress, and promotes resilience within families. CLBC provides respite funding to individuals and families in need of a break from the ongoing responsibilities of caring for a family member.

This policy provides guidance to individuals and families, as well as service providers and CLBC staff that work with individuals and their families. It applies to individuals who live with family caregivers and natural support networks. Guidance on the provision of respite services in home sharing arrangements is outlined in CLBC’s *Respite Guidelines Policy*.

2. DEFINITIONS

Agency-coordinated: Services coordinated by a community-based agency.

Catalogue of Services: The list of services funded by CLBC as well as associated parameters that relate to disability-related needs and the amount of service that can be provided.

Criminal Record Check: A criminal record check refers to the legislative requirement set out in the *Criminal Records Review Act* which involves a search of police records against a list of “**specified or relevant offences**”. This list is set out in Schedules (1 and 3) to the *Criminal Records Review Act* and is designed to capture offenses related to physical, sexual, or financial abuse of vulnerable adults. Criminal record checks are run through the Canadian Police Information Centre, Police Records Information Management Environment (the province’s local police database) and the BC Corrections database only returning records related to these listed offences. Checks are also informed by a search of law enforcement databases, in collaboration with the Royal Canadian Mounted Police’s (RCMP) Criminal Records Review Unit, which returns all information related to the Act’s listed offences, including non-conviction information (e.g. outstanding charges, convictions, criminal investigations as well as incidents that did not result in a charge or conviction) that the RCMP unit assesses as indicative of a likely public safety risk when working with vulnerable adults.

Cultural Safety: Refers to promoting a culturally safe environment that is physically, socially, emotionally, and spiritually safe. There is recognition of and respect for the cultural identities of others without challenge or denial of an individual’s identity, who they are, or what they need. Culturally unsafe environments diminish, demean, or disempower the cultural identity and well-being of an individual.

Direct Funding: An Individualized Funding payment option whereby funds allocated by CLBC are paid to an individual or their agent for the purchase of individualized supports and services.

First Aid Certificate: A qualification awarded upon successful completion of an 8-hour course covering primarily life-threatening emergencies (CPR, bleeding, choking, and other life-threatening medical emergencies).

Generic services: Publicly funded services that all citizens access, for example, libraries, colleges, or community recreation centres.

Individual: A person 19 years of age or older who has a developmental disability, as described in the *Eligibility Policy*.

Natural Supports: Support provided on a voluntary basis by an individual’s support network, including family, friends, neighbours, co-workers and others. Additional support may come from participation in associations (e.g., social clubs and groups) or community activities that have public participation (e.g. sport teams, adult interest groups like garden clubs and community choirs, faith communities).

Respite: A support to provide relief to an individual, family, or shared living provider.

3. POLICY

3.1 Respite Services

Respite is an important support for individuals and families. Respite provides opportunities for both an individual CLBC supports and their primary caregiver or supporter to have short breaks from caregiving responsibilities. For individuals living with their families, respite is often provided by the individual's extended family and support network. In addition to these natural supports, respite is a funded service in CLBC's Catalogue of Services that supports the resilience of families.

3.2 Respite as Individual and Family Support

CLBC trusts that individuals and their families have the best understanding about how to sustain their caregiving. In addition to using natural supports and generic supports in their communities, individuals and families in need of respite may request CLBC funding for either direct-funded or agency-coordinated respite. CLBC provides a minimum amount of funding to all individuals who live with their family and receive no other CLBC-funded services. This minimum funding can be used for respite services.

3.3. What Direct-Funded Respite Can Be Used For

Individuals and families using direct-funded respite may use it for:

- Support workers (e.g., contractors or employees) who provide care and/or support to the individual
- Recreational, social, or educational programs (e.g., swimming class) for the individual that is intended to provide respite for the family caregiver and is provided at times they would typically provide care or support
- Support workers to assist the individual to attend courses or activities in the community
- Supports or services that assist in activities required to care for the individual due to their disability-related needs (e.g., cleaning, laundry)
- Professional counselling services for the family or individual
- Learning and connecting opportunities (i.e., workshops, support groups) for the family caregiver to learn new support strategies, access peer supports, and increase their ability to support the individual in their family home
- Supports to assist the individual in meal planning and preparation
- Occasional food service take-out (i.e., 'Skip the Dishes')
- Other reasonable services that support family functioning and quality of life for the individual while allowing the family caregiver to achieve respite in a way that provides cultural safety and honours the individual's choices (e.g., cultural bearer, elder, or extended family support)
- Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques
- Any costs associated with contracting or hiring respite support workers e.g., WorkSafe BC costs, criminal record checks, etc.

3.4 What Direct-Funded Respite Cannot Be Used For

Direct-funded respite funding **cannot** be used to purchase:

- Assets (e.g., personal items or equipment for the individual such as a computer or tablet)
- Services or activities for the family caregiver (e.g., gym fees, haircuts, etc.), with the exceptions of counselling or learning and connecting activities as noted above

3.5 Direct-Funded Respite Requirements For Individuals and Families

Individuals and families with direct-funded respite are required to retain and provide all receipts as part of CLBC reporting and accountability measures.

Individuals and families contracting or hiring respite workers, including extended family members, must comply with CLBC's *Criminal Record Check Policy: Service Delivery*, First Aid requirements, and other applicable CLBC policies and provincial and federal laws.

3.6. Contracted Respite

Individuals and families allocated respite funding may choose to use contracted respite through a service provider where it is available. Service provider or agency-coordinated respite services for individuals and families:

- Screen support workers to provide respite services for individuals and families and coordinate all associated administrative details.
- Comply with CLBC's *Criminal Record Check Policy: Service Delivery*, First Aid requirements, and WorkSafe BC rules.
- Work with individuals and families to match and schedule support workers to provide respite services, ensuring culturally safe services and supports for individuals and families.

3.7 Provision of Respite

In addition to having appropriate training and experience, persons providing respite services must, at minimum:

- Be at least 19 years of age.
- Be present and in charge during all hours that respite is required.
- Be aware of and knowledgeable about the individual's needs and preferences.
- Be aware of and sensitive to the individual's culture.
- Be aware of and knowledgeable about the individual's health and support requirements.
- Know how to respond in an emergency and have a valid First Aid certificate.
- Have no criminal record that prohibits a person supporting CLBC-eligible individuals.

3.8 Emergency Respite

At times, individuals and families may require short-term respite to support the individual and caregiving arrangement in an emergency. Emergencies can include situations in which the individual or the family experiences a crisis. Requests for emergency respite are made through the individual's CLBC facilitator.

Direct-funded respite up to a maximum of \$10,000 annually may be used flexibly by families within reasonable limits (see Section 3.3 for eligible expenses). Use of direct-funded respite that exceeds the \$10,000 annual maximum is limited to funding:

- Support workers (e.g., contractors or employees) who provide care and/or support to the individual
- Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques, and
- Any costs associated with contracting or hiring respite support workers e.g., WorkSafe BC costs, criminal record checks, etc.

4. REFERENCES

[Catalogue of Services](#)

[Community Supports Policy](#)

[Criminal Record Check Policy: Service Delivery](#)

[Direct Funding Policy](#)

[Eligibility Policy](#)

[Frequently Asked Questions: Family Respite Policy](#)

[Individualized Funding Policy](#)

[Managing the Money: Direct Funding Simplified Guide](#)

[Managing the Money: Direct Funding Standard Guide](#)

[Respite Guidelines Policy](#)

[Service Provision by Family Members Policy](#)