

3600		Family Caregiver Support Program (FCSP)
3601		Overview
3601	3601.1	This section provides an outline of the Division of Aging and Adult Services operational principles and procedures for the FCSP. This policy section is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging
	3601.2	The FCSP is intended to provide a multifaceted system of support services for family caregivers, as defined in section 3603.1 and for grandparents or older individuals who are relative caregivers. For caregivers who informally provide care to older individuals, the program will help sustain their efforts to care for older individuals who have a chronic illness or disability and will promote the ability of older individuals to remain in their homes and local communities instead of being placed in residential facilities. For grandparents and relative caregivers of children, the program will promote retention of these children in a nurturing family environment instead of placement in foster care
	3601.3	The FCSP consists of five core caregiver support services, including information to caregivers about available services, assistance gaining access to those services, individual counseling, support groups, caregiver training, respite care and supplemental services (on a limited basis) to complement the care provided by caregivers

3600		Family Caregiver Support Program (FCSP)
3602		Authority and Statutory Requirement
3602	3602.1	The FCSP is authorized and governed by the following statutes and regulations:
		A Older Americans Act of 1965, as Amended in 2006, P.L. 109-365, National Family Caregiver Support Act, Subpart 1, Caregiver Support Program, §371-374; http://www.aoa.gov/AoARoot/AoA_Programs/OAA/oa_full.asp
		B Code of Federal Regulations, as updated in 2008, CFR-Title 45, Part 1321; and http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr1321_main_02.tpl
		C Arizona Revised Statutes, Article 7, §46-181, §46-182 and Article 8, §46-191, §46-192 and §46-193. http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=46
	3602.2	The AAA must ensure that service providers comply with the following:
A	A fingerprint based criminal background check shall be completed at time of hire, or as a result of reassignment after hire, on employees and volunteers who have direct contact with vulnerable individuals including those who are mentally disabled, frail, or have a chronic disease that puts them at risk for abuse (see A.R.S. § 46-141). See also the Arizona Department of Economic Security Special Terms and Conditions - Professional Services/ Optional Auto /Children-Vulnerable Adult/Bonding AAA, section 5	

3600		Family Caregiver Support Program (FCSP)		
3603		Operational Procedures – Program Eligibility and Priority		
3603	3603.1	FCSP shall be provided to the following:		
		A	Family caregivers defined as adult family members, or another individual, who is an informal provider of in-home and community care to an older individual or any individual with Alzheimer’s Disease or a related neurological disorder	
		B	Grandparents or older individuals who are relative caregivers defined as a grandparent or step-grandparent of a child, or a relative of a child by blood, marriage, or adoption, who is 55 years of age or older:	
			1	Lives with the child who is not more than 18 years of age or who is an adult child between 19 and 59 years of age with a disability. In the situation when it is an adult child with a disability, the caregiver cannot be the parent
			2	Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the minor child
	3	Has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally		
	3603.2	Priority shall be given to family caregivers and to grandparents or older individuals who are relative caregivers, who are caring for an older individual or eligible child and who are in greatest social and economic need (with particular attention to low-income an older individual), those residing in a rural or geographically isolated area and to older individuals providing care to individuals with severe disabilities		
		A	When providing services to family caregivers who provide care for individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction, priority shall also be given to caregivers who provide care for older individuals with such disease or disorder	
		B	When providing services to grandparents or older individuals who are relative caregivers, priority shall also be given to caregivers who provide care for children with severe disabilities	

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3604		Operational Procedures – Program Services		
3604	3604.1	Each AAA shall maintain a system of caregiver support services for family caregivers and for grandparents of older individuals who are relative caregivers. It is the intent of the Division of Aging and Adult Services that a caregiver system shall be multifaceted and include funding and/or program development for all services identified in 3604.2 and those services will be provided to all groups identified in 3603.1, in accordance with the priorities identified in 3603.2		
	3604.2	Funds allocated under FCSP for services provided by an AAA, or entity that such agency has contracted with, shall be expended as follows:		
		A	Information to caregivers about available services. Examples include outreach and community education and information	
		B	Assistance to caregivers in gaining access to the services. Examples include intake and information and referral (assistance)	
		C	Individual counseling, organization of support groups and caregiver training to caregivers to assist the caregivers in the areas of health, nutrition and financial literacy and in making decisions and solving problems relating to their caregiving roles. Examples include case management, supportive intervention/guidance counseling, peer counseling and caregiver training	
		D	Respite care to enable caregivers to be <u>temporarily</u> relieved from their caregiving responsibilities. Examples include in-home respite, group respite and adult day care/adult day health care. Temporarily means not more than an average of 60 hours per month for adult day care or group respite and not more than an average of 40 hours per month for in-home respite. For emergency respite services, temporarily means not more than three consecutive days and nights. Documentation must be provided in advance to justify service delivery in excess of these hour and/or day limitations	
		Supplemental services on a limited basis, to complement the care provided by caregivers. Examples include home repair/renovation, adaptive aids and devices, transportation, kinship care support and supplemental provisions. On-going direct payments to caregivers shall not be allowed in the Family Caregiver Support Program. Limited basis means the following lifetime dollar thresholds:		
		E	1	A \$5,000 cap per client/home for the Home Repair/Renovation
			2	A \$3,000 cap per client for Adaptive Aids and Devices
			3	A \$2,000 cap per client for Supplemental Provisions
			4	A \$7,500 cap per client for Kinship Care Support
	5		Documentation must be provided in advance to justify situations in excess of these dollar threshold limitations	
	3604.3	Individuals must meet the eligibility requirements described in section 3603 and any additional eligibility criteria for specific program services, as described below:		
		A	Services specified in 3604.2 (D) and (E) shall only be provided to a family caregiver who is providing care to an older individual who has been determined unable to perform at least <u>two</u> ADLs without substantial human assistance, including verbal reminding, physical cueing, or supervision, using assessment instruments as defined in Section 3120. IADLs cannot be substituted for ADLs	
B		Functional screening of the care recipient is not required for grandparents, or an older individual who is a relative caregiver to a child under 19, to receive these services		
C		Services specified in 3604.2.D shall only be provided to a family caregiver who is assessed to be at moderate or high risk as determined by an assessment tool designated by the Division of Aging and Adult Services. This assessment can be done as part of a regularly scheduled client assessment or can be done over the telephone		
D		For additional information on Case Management, refer to Policy and Procedure Manual Section 3120 - Case Management for the NMHCBS System		

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3604	Operational Procedures – Program Services (continued)		
3604 (CONTINUED)	3604.4	In accordance with ARS Article 1, §501-502, the Kinship Care Support Services identified in 3604.2 (E) shall only be provided to eligible grandparents who are citizens of the United States, or are legal residents of the United States, or are otherwise lawfully present in the United States. All grandparents authorized to receive this service must provide documentation of their lawful presence in the United States through a verification process detailed in the Division of Aging and Adult Services Policy Exhibit 3000P, Instructions for Verifying Citizenship and Non-Citizen Legal Permanent Resident (LPR) Status.	
		Any eligible grandparent must also execute a sworn affidavit stating that the documentation provided during the verification process described in 3603.7 to prove citizenship or LPR status is true	
		A	
		1	Eligible grandparents are exempted from providing an affidavit only if they are 60 years old or older, if they are tribal members, or if they are disabled or have an incapacity of body or mind that make them unable to supply such affirmation
		2	the Division of Aging and Adult Services Policy Exhibit 3000Q includes DES forms 1055AFORFF (English) and 1055AFORFFS (Spanish), which are sample affidavits that can be used to satisfy the requirement detailed in 3603.7
		Employees of the state or a political subdivision of the state are required by <i>ARS Article 1, §502</i> to report discovered violations of federal immigration law. Contractors will establish their own process for reporting discovered violations to U.S. Immigration and Customs Enforcement (ICE). There is no definition of “discovered violation”. The general guideline for identifying a “discovered violation” could include self declaration of illegal status or receipt of documentation from ICE that the individual is in violation of immigration law. Failing to complete an application does not, in itself, indicate that the person is not in the country legally	
		B	
		1	If a DES employee discovers a violation of federal immigration law during a citizenship verification process, said employee shall follow policy and procedure as described in DES Policy 1-01-40, Procedure number DES 1-01-40-01
		2	Contractors of the Division of Aging and Adult Services that are government entities (i.e. a Council of Governments, or COG) are bound by 3604.5.B and must have a reporting process in place to report violations of federal immigration law discovered during the citizenship verification process
		3	If a contractor of the Division of Aging and Adult Services is a private non-profit organization, said contractor may decide if and how they will report discovered violations of federal immigration law. Any contractor classified as a non-profit charitable organization must notify DES, if discovered federal immigration violations will not be reported to ICE
4	Contractors should consult with their attorney or ICE for further guidance related to the responsibility of sub-contractors to report discovered violations federal immigration law		
3604.5	The AAA, or entity that such agency has contracted with, shall ensure the provision of the full range of caregiver support services in the community by coordinating its activities with the activities of other community agencies and voluntary organizations providing supportive services to family caregivers and grandparents or an older individual who is a relative caregiver of children		

3600		Family Caregiver Support Program (FCSP)
3605		Operational Procedures – Program Funding
3605	3605.1	The AAA may use not more than twenty percent of the Title III-E funds allocated under FCSP to provide the supplemental services described in 3604.2.E.
	3605.2	The AAA may use not more than ten percent of the Title III-E funds allocated under the FCSP to provide support services to grandparents and an older individual who is a relative caregiver. This limit does not apply to services provided to grandparents and other relative caregivers providing care to an adult child with a disability or a severe disability

3600		Family Caregiver Support Program (FCSP)
3606		Operational Procedures - Reporting Requirements
3606	3606.1	The AAA shall collect data and maintain records relating to the FCSP as defined in the Division of Aging and Adult Services Policy Section 1600