November 26, 2015

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: HCS/062/2015]

On November 12th, 2015 the Department of Health and Community Services (the Department) received your request for access to the following records/information:

"Payment details on the Paid Family Caregiver Program, including a breakdown of allowable hours and maximum hours permitted under the program, as well as the monthly monetary ceiling under this program (maximum financial support per month a client can receive to purchase care services/respite under this program). Details on caregiver's tax/financial responsibilities regarding CRA or other such requirements are also requested. Finally, whether a person participating in this program can also participate in other long-term care programs/support services provided through the department of health."

The Department has reviewed your request in the context of the Access to Information and Protection of Privacy Act and is pleased to inform you that a decision has been made to provide the requested information; appropriate copies have been enclosed.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time.

If you have any further questions, please contact the undersigned by telephone at 709-729-7007 or by email at angelapower@gov.nl.ca.

Sincerely,

[Signature]

Angela Power
ATIPP Coordinator

P.O. Box 8700, St. John's, NL, Canada A1B 4J6  t 709.729.7007 f 709.729.5824
The Paid Family Caregiving Option

The Paid Family Caregiving Option is a service option that is available under the Home Support Program for adults with disabilities and seniors.

The Paid Family Caregiving Option is one of three options for subsidized home support services. For eligible individuals, under this option approved respite is provided by a non-family member and is preferred to be provided by an agency. As there are provisions for respite care by a non-family member within the Paid Family Caregiving Option; the option cannot be combined with any other Home Support Program service options.

Individuals approved under for the paid family caregiving option may also be eligible for other community support services, based on clinical and financial assessment criteria.

Service (Allowable Hours)

Service eligibility for the Paid Family Caregiving Option requires that a client have a requirement for personal care/behavioural supports. Once personal care/behavioural supports have been identified as a care need, subsidy funding may be available as follows:

- Funding for assessed personal care/behavioural supports to a maximum of 4 hours/day for a senior, or 5 hours/day for an adult with a disability.

- Funding may also be provided for homemaking/meal preparation:
  - Up to 1 hour/day for meal preparation and 2 hours/week for homemaking when a caregiver does not reside with the client.
  - Up to 2 hours/week for homemaking when the paid caregiver resides with the client and there is an additional homemaking requirement involved in the care of the client. (For example, additional laundry for client incontinence)

- Funding for respite, up to the balance within the financial ceiling, when the caregiver resides with a client requiring 24-hour care/supervision.

- The maximum monthly subsidy available for all Home Support Options, including the Paid Family Care Option is:
  - Adult with Disability, Under 65, - $4,750
  - Seniors - $3,325

Families will be required to meet the remaining needs of the client and provide the informal care normally provided by family members without payment.
Clients will be provided with home support at the minimum level to meet their needs while remaining within the maximum amount allowed.

Under the Paid Family Caregiving Option, the approval of respite to be provided in an individual's home may be considered if there are qualifying circumstances such as no other person to provide a sole caregiver with a break. The care plan for an individual approved for respite must include an alternate respite provider that is not a family member. It is recommended that the respite care be provided through an agency where that care option is available.

The following excerpt from the “Paid Family Caregiving Option Direct Individualized Funding Framework” address question regarding CRA, or other such, requirements.

3.0 FUNDING ADMINISTRATION ARRANGEMENTS

3.1 Responsibilities of the Client

Where the client chooses to manage the direct individualized funding, the client:

- Will be required to take on all the responsibilities of the employer including the remittance of employee deductions to the Canada Revenue Agency (CRA). It is recommended that the client directly contact CRA and other relevant agencies to ensure full compliance with all employer requirements.
- Must deposit all funds provided for under this agreement into a bank account that provides monthly statements and cancelled cheques, or direct the RHA to deposit such sums on the his/her behalf. The client may choose to establish a separate bank account for their Direct Individualized Funding.
- Must keep financial records such as invoices, receipts and cancelled cheques for all items purchased with the direct individualized funding for a period of six years.
- Must complete a Record of Support Journal to review with the case manager quarterly.
- Will consult with the clinical case manager prior to purchasing supports which he/she is uncertain would meet the terms for this funding option.
- Will work collaboratively with his/her support network and the RHA to ensure that the supports purchased are working well and are achieving the goals outlined in the support/care plan.

Where the client requiring supports is assessed by the case manager as lacking capacity to coordinate and manage support services on his/her own behalf, an administrator must be named prior to approval of this home support option.

- The person named as the administrator cannot be the paid family caregiver.
- The substitute decision maker can be named the administrator.
- The substitute decision maker cannot be the administrator and the paid family caregiver.

Direct payments will be made to the client or to the administrator on the client's behalf.
The client/administrator has the option to engage the services of a bookkeeper. The cost of bookkeeping services will be over and above the assessed support needs and added to the approved amount allocated to a client. The maximum allowable for a bookkeeper under the paid family caregiving option would be the same as under the self-managed Home Support option.

3.2 Responsibilities of the Administrator

When an administrator is named to act on behalf of the client, the administrator:

- Must always operate in the best interests of the client.
- Is responsible for involving the client in decisions about his/her support and consulting with the client on the management of the funds.
- Will be required, on the client's behalf, to take on all the responsibilities of the employer including the remittance of employee deductions to the Canada Revenue Agency (CRA). It is recommended that the Administrator directly contact CRA and other relevant agencies to ensure full compliance with all employer requirements.
- Must deposit all funds provided for under this agreement into a bank account that provides monthly statements and cancelled cheques, or direct the RHA to deposit such sums on the client's behalf. The administrator may choose to establish a separate bank account for their Direct Individualized Funding.
- Must keep financial records such as invoices, receipts and cancelled cheques for all items purchased with the direct individualized funding for a period of six years.
- Must complete a Record of Support Journal to review with the case manager quarterly.
- Will consult with the clinical case manager prior to purchasing supports which s/he is uncertain would meet the terms for this funding option.
- The administrator will work collaboratively with the client's support network and the RHA to ensure that the supports purchased are working well and are achieving the goals outlined in the support/care plan.