Below are suggestions for how program managers can enhance their services if unexpected funds are available at the end of the calendar year. Remember that the 20% limit on NFCSP supplemental services no longer exists, and limits on respite hours are waived until the end of the year. Also, family members and friends can be paid the non-professional rate for providing temporary respite, in-home care and chore services during the COVID-19 pandemic.

Year End Budgeting for AFCSP and NFCSP



1. Contact families already enrolled in the program and see if all of their needs are being met. Their situation may have changed requiring additional support. They may also have invoices or receipts from items purchased during the year that were not reimbursed.
2. Connect with your local Dementia Care Specialist (DCS) to make sure that all families they serve are aware of caregiver supports available, and encourage program enrollment as appropriate.
3. If your agency has set a spending limit lower than the legal limit, consider temporarily increasing allowable support service expenses to the legal limit.
4. Promote Trualta and make contact with current Trualta users to explain additional caregiver supports that are available to them. Follow-up with emails and mailings.
5. Ask support group and Memory Café facilitators if they have any unmet needs, such as supplies, educational materials, books, etc.
6. Request that your local Kinship Coordinator reach out to Grandparents/Relative Caregivers who may qualify for services. (Use the NFCSP-RAPP Fact Sheet for support service ideas.)
7. Check with local adult day programs, and home care agencies to inquire if they serve anyone who may qualify for one of our programs.
8. If you plan to offer Powerful Tools for Caregivers classes in the coming year, purchase the textbooks and any other needed materials before the end of the year.
9. Plan a robust outreach and marketing campaign to kick-off the new year. This might include printing brochures, flyers or handouts, contracting with a marketing consultant, purchasing newspaper, radio or TV ads, etc. (Check out [Journeyworks](https://www.journeyworks.com/All-Caregiving/products/461/) for brochures available for purchase.)
10. Reach caregivers through primary care clinics and therapy providers.
11. Seasonal chores – Leave raking, snow shoveling and lawn mowing.
12. Purchase caregiving-related books or DVDs/educational materials to keep on hand:
    1. For your resource library to loan to caregivers
    2. To give to caregivers
    3. To donate to libraries and organizations in your area
13. If you have a loan closet, purchase frequently used items that can be loaned to caregivers. Items like safety locks, door alarms, monitoring systems, incontinence supplies and other items that ease the burden and worry for caregivers in an emergency or crisis situation are good to have on hand.
14. Staff training and salary. For AFCSP, a maximum of 10% can be used for administration, which includes the cost of work space, fiscal management and reporting functions. Additionally, both AFCSP and NFCSP can be utilized to pay salaries of caregiver program staff working directly with families.
15. Office equipment or supplies that are integral to the delivery of required program services.
16. Implement new or expanded programs to meet changing needs  
    Examples:

* Purple Tube Project – For anyone with memory issues. Uses a purple tube to hold important documents and contacts. Tube is placed in freezer with sticker that goes on a doorframe, which emergency personnel are trained to look for so they can take the info with the person if they need to be transported. Also provide info for at-risk individuals to ER dispatchers so they will know if a person with memory loss lives at an address. Tube info usually includes a behavioral care plan of things that can help calm that particular person. *Info and forms for Purple Tube Project:* [*https://gwaar.org/family-caregiver-support-for-professionals*](https://gwaar.org/family-caregiver-support-for-professionals)
* [File of life](https://www.folife.org/) to put on fridge if a caregiver gets incapacitated – for emergency responders to look for if the person with dementia in the home cannot provide info. Include medical insurance. Teri Bradford in Brown County has an example. Include a DNR and medication list, etc. for EMTs upon arrival.
* Dealing with Dementia program is relatively inexpensive and easy to use <https://www.rosalynncarter.org/programs/dealing-with-dementia/>
* Try E-respite for early memory loss – Keeps a person occupied while the caregiver gets respite nearby. Online activities have included sing-alongs and personalized activities once or twice a week. Has been successful with people who had been receiving in person respite/adult day center care, which makes collaborating with day program centers ideal.
* Deliver recreational kits – Can be done by agency, adult day center staff or community volunteers. Follow-up by scheduling online time to complete a craft or simply share completed projects. (Adult Show & Tell)
* The Hummingbird Project by SageElderCare is out of San Francisco that does personalized specialized interactions with people. <https://hummingbirdproject.net/>
* Virtual music therapy sessions.
* Partner with local libraries to create caregiver respite kits that can be checked-out like a book.
* Start a caregiver support book club, and provide the books. (Online clubs work great when respite care is in short supply)
* [MEtermally](https://meternally.com/) Reminisce kits, themed and laminated cards and DVDs that play on a loop. (MEternally, LLC - Sally Inglett 9386 County 10 Houston, MN 55943)

1. Promote different Supplemental Services when in-home respite is in short supply, such as:

* Music therapy/Art therapy/Counseling – Sessions can be virtual.
* Acupuncture and massage therapy
* Minor home repairs and home safety upgrades - door alarms, bed alarms, night lights, ramps, Lifeline, Lift Chair, GPS Tracking Watch – safety for person with dementia. Can purchase from [The Alzheimer’s Store](https://www.alzstore.com/gps-tracking-watch-for-elderly-s/2180.htm?utm_source=google&utm_campaign=Alzheimer%27s%20-%20Priority%20-%20Broad%20-%20tRoas&utm_medium=ppc)
* Technology to decrease social isolation, such as GrandPads or mobile tablets.
* Bathroom renovations that increase safety and accessibility.
* Air conditioners.
* Electric throws/blankets or cozy socks.
* Voice monitors that allow a caregiver to hear what is happening in other rooms, which are inexpensive and give added peace of mind.
* Grocery and meal delivery service.
* Broadband internet, cable TV, subscription channels to watch a favorite sport or dramatic series.
* Pedicure kits or other relaxation items for caregivers and/or care recipients.
* Tickets to a movie, concert or event.
* Create an activity passport and advertise a prize for completion.
* 2022 State Park Passes (available before the holidays).
* Fitbit for promoting health/exercise.