

## **POLICY: Alzheimer's Family Caregiver Support Program Wait List**

### **I. Purpose**

The purpose of this document is to define the policies and procedures of the Aging and Disability Resource Center (ADRC) related to the management of a waiting list of qualified applicants for the Alzheimer's Family Caregiver Support Program.

### **II. Establishing a Wait List for the AFCSP**

The waiting list is composed of those eligible for the Alzheimer's Family Caregiver Support Program as determined by the ADRC. A waiting list will be established once the ADRC has authorized the use of 80% of its AFCSP funding for a given year. Example: The ADRC will receive \$31,001 for 2013. A waiting list will be established once \$24,800 of AFCSP funding has been authorized for use in 2013.

### **III. Serving Persons from the AFCSP Wait List**

All new applicants will be served on a first-come, first serve basis. All applicants waiting to receive funding through AFCSP will be contacted monthly while waiting for funding to ensure their health and safety needs are being met.

Whenever possible, applicants who are waiting for funds through AFCSP may be eligible to receive services through another funding stream as part of the ADRC's Short-Term Services Program. ADRC staff will determine eligibility and authorize services as appropriate. In addition, individuals will also be screened for functional and financial eligibility for publicly funded long-term care programs that could potentially meet their needs as well.

## Policies and Procedures

Policy Title	Alzheimer's Family Caregiver Support (AFCSP) & National Family Caregiver Support Program (NFCSP) Wait List Policy		
Policy #		Effective:	08/16/2017
Training Required:	Yes	Revised:	06/14/2019
Date of Review:	06/14/2019	Next Review Date:	06/14/2020

### **PURPOSE:**

The purpose of this document is to define the policies and procedures of the ADRC related to the management of a waiting list of qualified applicants for NFCSP funding. The establishment of guidelines to manage the wait list policy will assure consistency and fairness for customers.

### **POLICY:**

When financial records indicate that the NFCSP budget is totally committed for the budget year, a waiting list will be initiated. Eligible caregivers will be advised of the lack of immediate funding. They will be placed on the waiting list and notified if funds become available.

### **DEFINITIONS:**

**AFCSP** – The Wisconsin Alzheimer's Family and Caregiver Support Program (AFCSP) offers eligible persons with Alzheimer's disease or other dementia and their family caregivers, goods and services needed to maintain the person with dementia as a member of the household.

**NFCSP** - The National Family Caregiver Support Program (NFCSP) offers respite, information and support, and other resources for eligible family caregivers.

**Alzheimer's disease** – A degenerative disease of the central nervous system characterized by premature and irreversible deterioration of the brain.

**Caregiver** - Any person, other than a paid provider, who provides care for a person.

**Activities of Daily Living (ADLs)** – Areas of daily self-care activities that a customer needs assistance to complete to remain living as independently as possible.

**Wait List**- Caregivers screened and determined eligible for the program and funds are not immediately available.

### **PROCEDURE:**

If the caregiver is determined eligible for either program or there are no funds remaining for the budget year, the caregiver's name will be placed on the appropriate program waitlist based on the referral date.

Individuals placed on the waiting list will be provided with other caregiver and respite care options by the Caregiver Specialist. All customers on the waiting list will be contacted monthly while waiting for funding.

At the time of waiting list placement and during monthly follow-up contacts, caregivers will be offered the support of additional ADRC programs.

Caregivers will be removed from the waitlist based upon a first come first serve basis and level of risk.

The following criteria will be used to determine risk:

- 1) funding is available,
- 2) greatest risk of institutional placement **and**
- 3) has the least functional support system **and**
- 4) has the least financial resources.

In priority situations, caregivers who are contacted must respond within two business days, or the next person on the list will be offered funds.

As funds become available, the Caregiver Specialist will work with the caregiver to establish a service plan for funding.

Customers/Caregivers may file a complaint and the ADRC complaint and appeal policy will be followed.

**REFERENCES:**

AFCSP Policy

<https://gwaar.org/alzheimers-family-caregiver-support-program>

[https://docs.legis.wisconsin.gov/code/admin\\_code/dhs/030/68/01](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/68/01)

NFCSP Policy

<http://www.gwaar.org/images/stories/FamilyCaregiving/NFCSP-Policy-Chapter11.pdf>

Greater Wisconsin Agency on Aging Resources, Inc.

<http://www.gwaar.org/for-professionals/family-caregiver-support-for-professionals.html#NFCSP>

ADRC Complaint and Appeals Policy

**FORMS/ATTACHMENTS:**

### **AFCSP and NFCSP Waitlist Policy**

When financial records indicate that the AFCSP and NFCSP budget is totally committed for the budget year, a waiting list is initiated. An AFCSP and NFCSP waiting list will be generated and maintained by Caregiver Specialists and reviewed by the Manager. Funds awarded to recipients are only for the current budget year. Eligible customers (representatives) are advised of the above and asked if they want to be placed on the AFCSP or NFCSP waiting list. If they agree, they are placed on the waiting list and advised that as AFCSP and NFCSP funds become available they will be removed from the waiting list for service funding based on the following criteria:

1. The client who has the least functional support system **and**
2. The client who has the least financial resources to meet their assessed need.

The customer or representative will be contacted by a Caregiver Specialist to notify them when and if funding becomes available.

Last Updated: 4/4/19

## **ALZHEIMER'S FAMILY AND CAREGIVER SUPPORT PROGRAM (AFCSP)**

### **WAITING LIST POLICY**

The Alzheimer's Family and Caregiver Support Program (AFCSP) was created in response to the stress and needs of families caring for someone with Alzheimer's Disease or other irreversible dementia. The purpose of AFCSP is to make an array of community services available to these families in hopes of enhancing lives and keeping people in their homes as long as possible.

The AFCSP program is regulated by Chapter 68 of the WI Administrative Code. Under DHS 68.03 counties are allowed to set a maximum allowed payment, not to exceed \$4,000 per calendar year. \_\_\_\_\_ County has set the maximum payment at \$4,000.

When AFCSP funds are fully committed for the budget year, a waiting list is initiated. AFCSP Waiting List Referrals are submitted to the Division Manager via SAMS case notes that indicate a referral has been made.

Eligible individuals and/or their representatives are advised that there is a waiting list, and a letter is sent to them indicating their number on the waiting list upon placement and every 6 months thereafter. Individuals on the waiting list are served on a first-come, first-served basis unless they are at imminent risk of harm as evidenced by Adult Protective Service interventions.

This AFCSP Policy shall be reviewed and revised annually at the Aging & Disability Resource Center Advisory Committee meeting.

1/2016

## National Family Caregiver Support Program Waitlist Policy

Older American Act program participation is based on a person's age, not income. For this reason, an Aging Unit (AU) cannot establish any income requirements in any state or local policy. However, priority can be given to caregivers who are facing the greatest economic hardship or social hardships, such as older adults living in an isolated area with few resources/providers or caregivers who are trying to manage their health issues while also caring for another person.

The standards outlined in this policy for determining a person who has the greatest social or economic need must be applied uniformly and equally to all.

The "greatest economic need" is defined as the need resulting from an income level below the poverty threshold established by the Bureau of the Census. The term "greatest social need" is defined as the need caused by non-economic factors which include physical and mental disabilities, language barriers, and cultural or social isolation including that caused by racial or ethnic status which restrict an individual's ability to perform normal daily tasks, or which threatens his or her capacity to live independently."<sup>1</sup>

If a customer or representative is eligible for other services such as Hospice Care (or other Medicare services), Long Term Care (or other Medicaid services), Kinship Programming, Veteran's Assistance, etc. the Caregiver Coordinator will refer the i customer or representative to the applicable program. While the customer or representative is receiving services to address: risk, caregiver burnout, offer caregiver training, and/or other meet other caregiver needs, the customer or representative will have the option to be placed on the NFCSP waitlist by \_\_\_\_\_ County.

Eligible customers (representatives) are advised of the above and asked if they want to be placed on the NFCSP waiting list. If they agree, they are placed on the waiting list and advised that as NFCSP funds become available they will be removed from the waiting list for service funding based on the following criteria:

1. The customer or representative who has the least functional support system (e.g. extraordinary/unexpected situation such as a change in condition, safety/physical danger, and/or risk of becoming homeless or placed in an institutional setting.) **and**
2. The client who has the least financial resources to meet their assessed need.

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<sup>1</sup> <https://www.govinfo.gov/content/pkg/USCODE-2022-title42/pdf/USCODE-2022-title42-chap35-subchapIII-partA-sec3026.pdf>

While on the waitlist the customer or representative will be provided access to free (or low cost) caregiver resources such as caregiver support groups, local caregiver events, and other resources available through the [WisconsinCaregiver.Org](http://WisconsinCaregiver.Org). The customer or representative will be contacted by a Caregiver Coordinator to notify them when and if funding becomes available.

Last Updated: 4/4/19

SAMPLE

## **ALZHEIMER'S FAMILY AND CAREGIVER SUPPORT PROGRAM (AFCSP)**

### **WAITING LIST POLICY**

When financial records indicate that the AFCSP budget is totally committed for the budget year, a waiting list is initiated. AFCSP Waiting List Referrals are submitted to the ADRC Supervisor via the AFCSP Waiting List Request Form found in Shared.

Eligible clients (representatives) are advised of the above and asked if they want to be placed on the AFCSP waiting list. If they agree, they are placed on the waiting list and advised that as AFCSP funds become available, those on the waiting list are removed from the waiting list for service funding based on the following criteria:

1. The client who is most at risk of institutional placement **and**
2. The client who has the least functional support system **and**
3. The client who has the least financial resources to meet their assessed need.

As funds become available the client (representative) is notified by their Social Worker/Service Coordinator and service funding is initiated.

AFCSP Policy established 1/1/93 reviewed/revised annually thereafter.

11/2015