



Self-Hired Respite Program Information Packet

- I. [Getting Started With the Self-Hired Respite Program](#)
- II. [Documentation Requirements and Payment](#)
- III. [Termination and Appeal Process](#)
- IV. [Forms](#)

Getting Started with the Self-Hired Respite Program

You have been approved by PerformCare to receive Self-Hired Respite and submit hours to the Arc of Atlantic County for reimbursement. Your application for services through PerformCare must be renewed annually. PerformCare should provide you the date your application expires. It is your responsibility to contact them to renew your applications at least 10 days prior to the expiration date.

In order to have your interaction with the Arc go smoothly, The Arc of Atlantic County requires a few things from you and from your worker. We need the following items within 45 days; please submit each to us as they are completed.

You will need to complete:

1. [Youth Enrollment Form](#) - The hyperlink will take you to a Microsoft Form where this can be filled out.
2. [Self-Hired Respite Worker Information Form](#) for each worker whom you hire and pay with the money we reimburse you for each month. The hyperlink will take you to a Microsoft Form, where each worker can fill this Form out with their information.

Each worker will need to complete:

1. **Self-Hired Respite Worker Release Form** for each worker whom you hire and pay with the money we reimburse you for each month.
2. A completed New Jersey Universal Fingerprint Form (no cost to the worker) The form is attached. The fingerprinting checks for state and national criminal convictions.
 - After the worker completes their appointment, please retain the small slip of paper that resembles a receipt. That paper serves as proof that the worker had their prints taken and provides the Arc information needed to run the worker's fingerprints – as required – in the future without the need for another



fingerprinting appointment. **You need to provide The Arc with that paper for our files.**

3. A PPD test (sometimes called Mantoux test). This is at the expense of the worker. The Arc does NOT need the results of the test. The Arc only requires a letter or a note from you stating that: *"The worker has had the test and is able to work."* Please do not send The Arc any protected Health Information. It is up to the families to ensure their worker is tested.
4. We need you to fill out the online CARI (Central Abuse Record Information) form to check for Family Court convictions related to child abuse. The invitation to CARI will be sent in a separate email from the State of NJ as an 'invitation' to fill out the information.

Send the above to David Parkhurst at DParkhurst@thearcatlantic.org. They may also be dropped off between the hours of 9am and 4pm, Monday through Friday, at The Arc of Atlantic County, 6550 Delilah Road Suite 101, Egg Harbor Township, NJ 08234.

If you have any questions, please email me at DParkhurst@thearcatlantic.org. You can also call 609-485-0800 ext 213.

Following NJ Law, you are required to pay your worker at least minimum wage. Taxes are the responsibility of the worker. Please consult with a tax professional in reference to any tax obligations.

Documentation Requirements

1. Your worker(s) will be required to write a **Daily Log Note** each time they are with your child. This Daily Log note should include a brief description of what the parents did, activities done with the youth, the date/ times of services, location, and the worker's signature.
2. Your request for payment will be made on the **Self-Hired Respite Services Payment Voucher**. Your worker should be completing this form and signing it, then you as the parent/ guardian need to approve as well by signing the form.

The completed Daily Log Notes and Payment Voucher need to be emailed to

shrvoucher@thearcatlantic.org or dparkhurst@thearcatlantic.org.



Alternatively, the forms may be dropped off at our Delilah Road Office – 6550 Delilah Road, Suite 101, Egg Harbor Township NJ – with attention to David Parkhurst. If both forms are submitted by **any** Thursday by 5pm - and are accurate; payment will be available by the **following** Friday. For example, if a Daily Log and Voucher are submitted on Thursday, 8/7, payment will be ready by Friday, 8/15, if both forms are accurate and the units are available.

At this time, payment is offered by check. These checks can be mailed to you, or held for pick up at our Delilah Road Office. If you are picking up your check, it will be available at our office on Friday between the hours of 11am and 4:30pm.

Upon receipt of the voucher and daily log, The Arc of Atlantic County will review them for accuracy and to make sure that the number of units/ hours are available. If the Arc cannot pay the full amount requested on the voucher, an explanation will be provided as to why.

Any inquiries regarding the number of remaining units, authorization periods, or general program information may be made at any time by contacting David Parkhurst.

Termination and Appeal Process

A family can elect to discontinue services at any time. The Director of Operations will make every effort to determine the reasons for the family's desire to discontinue services and document this in the individual's file.

1. If a family discontinues services, The Arc of Atlantic County will notify PerformCare of the family's decision and reason (if known) within 5 business days of notice from family.
2. The Arc will discharge the individual from services unless otherwise advised by PerformCare.
3. If a family fails to provide The Arc with the updated information (such as worker's background checks, notification of a TB test, etc) The Arc may terminate services and notify PerformCare.
4. An individual will no longer be eligible for this service if they are placed into a skill home, residential school, group home, foster home or any other service where they are living with a caregiver who is compensated for the care of the individual.
5. An individual is no longer eligible for services at of the date of their 21st birthday (last day served shall be the day prior to birthday).



6. If a family is in need of this service at a future date they need to contact PerformCare and follow their process for requesting a respite service.

When a person or guardian believes that The Arc of Atlantic County has denied, discharged or otherwise provided PerformCare with incorrect information that resulted in services ending, the individual and/or guardian has a right to appeal. Appeals must be submitted in writing to the Director of Operations within 10 days of discharge from the services. The Director of Operations has 10 days from receipt of the appeal to respond. If the individual or guardian is not satisfied with the response, the following appeal process shall be implemented.

- 1) The participant or guardian shall submit to the Chief Operations Officer (COO) a written statement describing the appeal within ten (10) days of being notified of the Program Administrator's decision.
- 2) The COO will, upon receipt of the written appeal, will review the information, talk and/or meet with all relative parties and render a decision within 20 days.
- 3) The COO will notify all parties of the decision and the reason for the decision.

This appeal process does not supersede that of PerformCare and the Dept of Children and Families.

Forms

The following is a list of the forms you will need for participation in the Self-Hired Respite Program. All are available on our website; hyperlinks will direct you to downloadable documents:

1. [Youth Enrollment Form \(8/2025\)](#)
2. [Self-Hired Respite Worker Information Form \(7/2025\)](#)
3. [Self-Hired Respite Worker Release Form \(7/2025\)](#)
4. [Fingerprint Form \(2004\)](#)
5. [Background Check Appendix A \(2003\)](#)
6. [Daily Log Notes \(8/2025\)](#)
7. [Voucher \(8/2025\)](#)
8. [Voucher and Daily Log Sample \(8/2025\)](#)