MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidelines for Use of FY09 MDEP QACS Funds for Exceptional Family Member Program Respite Care

1. References:
   a. Army Family Action Plan (AFAP) Issue #501, Funding for Exceptional Family Member Program (EFMP) Respite Care.
   b. AR 608-75 Exceptional Family Member Program, October 2006.
   c. 10 U.S.C. 1788 (b).

2. Purpose: The Department of the Army EFMP Respite Care Program originated 4 June 2007. Over the past two years the program has continued to evolve in meeting the needs of Families with respite care requirements. This policy revision will provide guidelines for use of FY09 MDEP QACS respite care funds for the US Army Installation Management Command (IMCOM) to further standardize and expedite Army-wide respite care service delivery. Garrison Commanders are responsible for implementing the guidance effective 1 August 2009. Garrison Commanders will coordinate through Public Affairs channels and FMWRC marketing offices on or about 15 June 2009 in order to provide adequate advance notification of implementation. Previous guidance is rescinded.

3. Requirements:
   a. Policy.
      (1) Eligibility for EFMP respite care funding will be based on EFMP enrollment and the exceptional Family member's medical or educational condition.
      (2) Qualifying Families are eligible to receive up to 40 hours of EFMP respite care monthly for each certified exceptional Family member. If additional hours are needed, the Army Community Service (ACS) Director can submit a request for exception to policy through their IMCOM Region to Family and Morale, Welfare and Recreation Command (FMWRC) (sharon.q.fields@us.army.mil).
      (3) Installation ACS staff must use the Family Services Needs Matrix to determine allowable hours and cost per month.
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(4) Installation EFMP managers will coordinate with their MWR marketing and Public Affairs Office on how to effectively use the standardized media packets that are provided and to develop the timelines to advertise the Respite Care Program revisions before the implementation date of 1 August 2009.

b. EFMP respite care intake procedures are at enclosure 1.

(1) In 2008, the IMCOM awarded a central contract to Alignstafing for consistency in respite care implementation across garrisons in the United States. Alignstafing maintains a network of respite care providers in addition to having the ability to work with existing garrison respite care providers.

(2) Stateside garrisons must use the central contract when they have insufficient EFMP funds to pay providers. In some cases, garrison receipt of EFMP dollars for respite care may be received after care has been provided.

(3) Respite care services can be accessed through the central contract by the installation EFMP manager calling the Alignstafing Family Services Specialist at (301) 289-8012/(301) 289-8007.

c. The EFMP Respite Care Tracking Sheet must be received by FMWRC no later than the 5th working day of each month (for the previous month).

4. Distribution of respite care funds is based on previous fiscal year execution (FY07 and FY08). IMCOM Regions have authority to redistribute funds as appropriate.

5. EFMP respite care "Frequently Asked Questions" are at enclosure 2.

6. A handout for EFMP Families "Considerations for Finding EFMP Respite Care" is at enclosure 3.

7. All guidance, forms and media a packet are located on www.armyonesource.com and www.armymwrc.com

8. Point of contact for this action is Ms. Sharon G. Fields, DSN 761-6244/email sharon.e.fields@us.army.mil

3 Encls

AS PART OF THE ARMY FAMILY COVENANT, IT IS IMPORTANT TO ENSURE THAT WE GET THE WORD OUT! THAT THIS PROGRAM IS RUN WELL AND THAT WE SET THE WORLD OUT! PRASITY FOR MAKING THIS

AL AYCOCK
Brigadier General, USA
Deputy Commanding General
IMDC
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