**Become a Community Respite Provider**

**DID YOU KNOW?** Summer Programs, Parks and Recreation Departments, Community Centers, and Senior Centers can become a contracted *Respite in Community Settings* provider for clients of the Developmental Disabilities Administration (DDA).

**How it Works:**

- A *Respite in Community Settings contract* pays for respite services, not tuition and fees.
- Payment comes directly from DDA, rather than from the individual or his/her family.
- As a *Respite in Community Settings provider*, the cost of your program will be paid as service hours by DDA.
- The number of hours that DDA may authorize will be equivalent to your program cost, but may not exceed the number of hours of respite care provided.
- Instead of receiving payment in advance, you will receive authorization in ProviderOne from DDA that allows you to bill for hours of service.

**What to Do:**

- Call the contracts department at the DDA office nearest you and ask if you may qualify for a *Respite in Community Settings contract*. If eligible, set up a *Respite in Community Settings contract*. (See numbers below.)
- The person’s DDA Case Manager will seek pre-approval and enter an authorization in the payment system.
- This authorization guarantees payment to you, billable as hours served. Do not work unless there is a ProviderOne authorization in place.
- You will bill DDA for completed hours (up to every two weeks) after the service has been delivered.

**ABOUT RESPITE IN COMMUNITY SETTINGS**

*Respite in Community Settings* is an opportunity for DDA clients with Intellectual/Developmental Disabilities (I/DD) to engage in fun activities with others in a community setting.

While integration is always encouraged, *Respite In Community Settings* can be specialized for clients with I/DD (Medicaid and Non-Medicaid recipients) when individuals prefer to participate in a specialized program.

**CALL TO GET STARTED**

**REGION 1**

SPOKANE
Karen Potter: 509-329-2945

YAKIMA
Pamela Sander-Morgan: 509-225-4636

**REGION 2**

SEATTLE
Lyuda Kozlova: 206-568-5762

EVERETT
Gina Thomas: 425-339-4840

**REGION 3**

TACOMA
Susan Winkler: 253-404-5515

TUMWATER
Luise Frank: 360-725-4252

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