

## Updates and Reminders for Respite Providers

November 2020

### Respite Claim Form Updates:

In an effort to diligently address the on-going challenges with processing the Respite Claim Forms and issue payments in a timely manner, we are working with the County Fiscal Department to streamline the process. **The following changes are effective immediately:**

Original Respite Claim Forms must be submitted via mail (No photo, screen shots, or electronic submissions are accepted) to:

CWS Respite Program  
8965 Balboa Ave.  
San Diego, CA 92123

Please ensure that the completed form includes the following to avoid delays:

- Name and date of birth (DOB) of the dependent child(ren)
- Start date/time
- End Date/time
- Date and Signature in blue or black ink

### Important Reminders:

- If you have a change of address, please complete and submit a new W-9 and 590 with your new address.
- The County of San Diego does not withhold taxes; please consult with a tax professional with questions.
- Photo or screenshots of Respite claim forms are not accepted.
- The County respite program is not able to pay for non-eligible resource families (e.g. adopted or guardianship caregivers with no dependent children in their care).

Thank you for your service and dedication in supporting resource families. If you have any additional questions, please do not hesitate to contact the CWS Respite team at [CWSRespite.HHSA@sdcounty.ca.gov](mailto:CWSRespite.HHSA@sdcounty.ca.gov) or (858) 285-7437/285-7438.