



Jim Martin, Commissioner  
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**HCBS Manual Transmittal 2003-3:** Chapter 318, Out-of-Home Respite Service Requirements

**TO:** Directors, Area Agencies on Aging

**FROM:** Maria Greene, Director  
Division of Aging Services

**DATE:** June 19, 2003

In May 2003, the Division issued for review and comment the proposed program requirements for out-of-home respite care provided through non-Medicaid Home and Community Based Services funds. These requirements apply to services which the AAA provides directly or contracts and funds through:

- Older Americans Act, Titles III-B and III-E
- Social Services Block Grant
- Community Based Services (CBS) Program
- State Funded Alzheimer's Services
- Georgia Caregiver Resource Center appropriation

The policies are designed to assure consistency, and where applicable, compliance with state laws, rules and regulations in the provision of respite care services in a variety of settings outside the homes of caregivers and care receivers. As noted when the draft policies were sent for review and comment, these guidelines and standards incorporate and expand upon those originally issued through the State-funded Alzheimer's service standards, to address services provided through other applicable non-Medicaid fund sources. The guidelines also offer additional options which can be made available through out-of-home services.

We had one response to the review and comment request, affirming that the policies and standards appeared reasonable and acceptable. Having received no issues or concerns to the contrary, we are now transmitting the issuance in final form.

*Please assure that all appropriate AAA staff and providers receive this chapter promptly and enter receipt and distribution dates on the Record of Manual Transmittal log.* The document is formatted to be printed or copied on hole-punched paper, on both sides of the page. If you have questions, please contact your assigned Program Manager or Beverly Littlefield at 404-657-5322 or by e-mail at [brlittle@dhr.state.ga.us](mailto:brlittle@dhr.state.ga.us).

C: DAS Management Team