

THE ARC OF OAKLAND COUNTY – SHARED PARENTING VOUCHER/INVOICE

INSTRUCTIONS:

1. Print all information clearly. If this form cannot be read, this form will be returned to you, and processing and payment of your claim will be delayed. Return completed forms to The Arc of Oakland County each month.
2. List the name of the Co-parent as it should appear on their check. The Co-parent is the one person, employed by the individual receiving services or the individual's parent or guardian, to provide services for the benefit/time off of the primary caregiver.
3. Only one document per month.
4. Document only one co-parent per form
5. If the invoice form is submitted with wrong information on any line or in any space, the form will be returned to you with an explanation. NOTE: Due to Medicaid rule requirements, a "clean information" invoice form is ALWAYS required. Crossing out incorrect information, writing over incorrect information, or using any White Out product and then writing over that space is NOT ACCEPTABLE.

MEDICAID REQUIREMENTS

1. In order to receive funding for Shared Parenting, the hired caregiver MUST meet the following qualifications:
 - Be at least 18 years of age, AND
 - Be able to prevent the spread of any disease from himself/herself to other persons in the area in which the co-parent is providing the service, AND
 - Be able to communicate clearly with other persons in order to follow emergency procedures, and to report the activities performed during provided respite services, AND
 - Be in "good standing" with the law. This means that the hired caregiver is NOT a fugitive from justice, NOT a convicted felon, or NOT an illegal alien from another country living in the United States, AND
 - Being able to perform basic first aid procedures.

11/09/04