



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

Canc: 27 Feb 2016
MCBUL 1754
MFY1
27 Feb 2015

MARINE CORPS BULLETIN 1754

From: Commandant of the Marine Corps
To: Distribution List

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Ref: (a) MCO 1754.4B
(b) 5 U.S.C. 552a
(c) SECNAVINST 5211.5E
(d) SECNAV M-5210.1
(e) SECNAV M-5214.1

Encl: (1) Respite Care Reimbursement Calculation Chart

Reports Required: I. Exceptional Family Member Program Respite Care Report

1. Purpose. To initiate a policy change to the respite care reimbursement program in reference (a). This Bulletin outlines policy regarding an Exceptional Family Member Program (EFMP) enrolled Marine's eligibility to utilize respite care, establishes new respite care reimbursement formulas and clarifies authorized use of respite care. Revision to reference (a) is being prepared for compliance review. A prior Bulletin issued on 11 June 2013 expired prior to review and publication of the revision to reference (a).

2. Background. EFMP initiated respite care in 2008 to support the impact of a high operational tempo and the particular impact to families who support a family member with exceptional needs. The respite care program is intended to reduce stress on sponsor families by providing temporary rest periods for family members who care for those who have special needs. With the drawdown of forces in theater, EFMP implemented changes in the respite care reimbursement program. The intent of those changes were to ensure that funding for respite care was safeguarded and maintained for highly impacted exceptional family members (EFMs). Respite care is not required by all EFMP enrolled families.

a. Respite Care Use. Respite care is a non-entitlement

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

benefit intended to provide brief rest periods for the primary caregiver(s) and may not be used to fund the following activities:

- (1) Pre-school programs.
- (2) Day care or babysitting to allow sponsor or spouse to work or attend school.
- (3) Therapy sessions or therapeutic recreation for the EFM.

b. Level of Need (LoN) Determination. LoN is determined during EFMP enrollment eligibility screening. EFM situations may change and can require a change in identified level. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA), Exceptional Family Member Program, (MFY-1) will consider LoN changes when requested by the installation EFMP staff, using an evidence-based determination process. An enrollment update, or additional information, may be required to approve a change in LoN. LoN does not necessarily align with enrollment categories. EFMP uses enrollment categories for administrative purposes only.

c. Implemented Respite Care Changes. Effective 1 October 2013, the following changes to respite care occurred:

- (1) EFMP respite care reimbursement remained available to EFMs identified as LoN 3, or LoN 4.
- (2) Family members identified as LoN 1 and LoN 2 were no longer eligible for respite care reimbursement.
- (3) Age typical sibling reimbursement was no longer provided.
- (4) Adult EFMs are no longer eligible for age typical reimbursement for their children.
- (5) The maximum number of respite hours per month, per family, to be reimbursed at authorized rates is 20 hours.

d. Reimbursement Rate of Care. The following reimbursement rates were effective 1 October 2013. Any future modifications to the respite care reimbursement program will be communicated via MARADMIN. Respite care reimbursement rates are based on EFM LoN as described below.

(1) Level Three. Includes EFMP families with children 18 years old or younger, with severe special needs that require trained support from qualified providers to maintain their health and safety. Calculations for hourly reimbursement are addressed in Enclosure (1).

(2) Level Four. Includes EFMP family members of all ages, with profound special needs who require skilled care services as documented by qualified providers, to maintain their health and safety. Calculations for hourly reimbursement are addressed in Enclosure (1).

e. Implementation of the Respite Care Reimbursement Program. Installations establish program procedures for reimbursement to sponsors for qualifying care. Payment amounts are determined locally and do not exceed the rates based on the hourly reimbursement formula contained in Enclosure (1). Installations maintain records and provide EFMP respite care reports to DC M&RA, (MFY-1) on a quarterly basis. This reporting requirement is exempt from reports control according to reference (e), Part IV, paragraph 7q.

(1) Records maintained at the installation shall include:

(a) Monthly respite care reimbursement vouchers.

(b) Certification of provider qualifications for LoN 3 and LoN 4.

(c) Power of Attorney, if applicable, when Marine is deployed, Temporary Active Duty (TAD), attending an official school, serving an unaccompanied overseas tour where Headquarters Marine Corps (HQMC) EFMP, or the overseas screening process, determines services are not available, or when the Marine has been approved by DC M&RA (MFY-1) for a Continuation on Location.

(d) Letter notifying EFMP enrolled family of eligibility for respite care and reimbursement rate, effective 1 October 2013.

(e) Installations shall utilize standardized respite care forms, developed by DC, M&RA (MFY-1).

f. Appropriated funds are authorized for the installation

respite care reimbursement program. Respite care uses the Uniform Funding and Management practice in the execution of appropriated funds.

g. EFMP enrolled families select a provider for local respite care.

(1) Families must include provider documentation of qualifications for Level of Need (LoN) 3 and 4 reimbursement. Installation EFMP Managers shall review documentation provided to determine that providers meet requirements for the appropriate level of reimbursement. Provider skill will correspond to the documented need of the EFM. LoN 3 and LoN 4 providers must be over 18 years of age.

(2) Family members are eligible to serve as providers.

(3) Respite is typically provided in the family member's home or the provider's home and not in a public location.

(4) Respite providers shall not transport the EFM to activities or provide household chores other than providing meals or snacks as per parental direction.

(5) Respite care is not intended to provide medical or custodial care for adults or long-term care. Long-term care is defined as service for more than six hours consecutively.

h. In order to participate in the EFMP respite care reimbursement program, the following are required:

(1) EFMP enrollment and/or update must be current for all EFMs. The respite-eligible EFM must legally reside full-time with the sponsor. If the EFM's update is overdue, costs are not reimbursed. To reinstate respite care reimbursement eligibility, an update must be completed. Any costs incurred by the family during the time of ineligibility shall not be reimbursed. Sponsors with a DC, M&RA (MFY-1) approved Continuation on Location decision or who are deployed, TAD, attending official schools, or serving unaccompanied overseas tours where DC, M&RA (MFY-1) or the overseas screening process determines services are not available, remain eligible for the respite care reimbursement program.

(2) Families who use providers who do not present adequate documentation of skill requirements are reimbursed at the appropriate lower level for one reporting period (30 days) and are not eligible to participate in the program after written

notification by the installation EFMP Manager. Respite care reimbursement shall be reinstated upon submission of adequate provider documentation.

(a) A request to use a provider who does not have the required qualifications shall be facilitated through an exception to policy request utilizing the NAVMC 10274 Administrative Action (AA) form.

(b) The provider must provide proof of experience and skill to care for the EFM. This must be documented in the AA form and shall be considered in lieu of certification or licensure. If approved by DC, M&RA (MFY-1), the appropriate rate of reimbursement will be noted on the approval letter.

(c) Exceptions to policy are initiated by the Marine and routed through the Marine's chain of command for the appropriate command endorsements. Commands will forward to DC M&RA, (MFY-1) for review and decision.

(3) Families who use respite for any purpose other than those established will not be reimbursed.

(4) Respite reimbursement is submitted monthly to ensure prompt reimbursement. Families who elect to delay reimbursement submissions for more than 60 days forfeit reimbursement. It is the sponsor's responsibility to ensure the installation has received reimbursement submissions.

(5) Respite care reimbursement requests must comply with administrative control procedures identified by the installation.

(6) Installations shall determine and publish required submission dates for respite care reimbursement forms in accordance with their installation's control procedures to facilitate timely reimbursement to families.

(7) The system used to account for the cost of support will be no different than the current system used by management officials for normal administration and control of resources.

(8) Respite care reimbursement does not impact Leave and Earnings Statement or Basic Allowance for Housing and is not considered taxable income.

(9) Personal travel, transportation, per diem and other personal expenses, transportation of supplies, consumable

materials and equipment are not a component of EFMP respite and are not authorized for reimbursement.

(10) The installation reimbursement request form shall include detailed dates/hours when service was provided, who the service was provided to, sponsor's signature, provider's signature and contact information, the location(s) of the service, hours used, and a statement noting that the installation EFMP retains the right to verify the provision of EFMP respite care. Also clearly noted on the reimbursement form is language, approved by local Marine Corps Community Services counsel, which outlines legal recourse for fraudulent reporting.

(11) The installation EFMP Manager reports concerns regarding the provision of respite care and/or the veracity of reimbursement requests to local installation Provost Marshal Office, Criminal Investigations Division, or other appropriate authority, for investigation. Results of the investigation are to be provided to DC M&RA, (MFY-1).

(12) Any substantiated fraudulent activity will result in ineligibility to utilize EFMP respite care reimbursement program at the current and future duty locations.

(a) Upon notification of substantiated respite fraud, DC M&RA (MFY-1) shall notify Sponsor, in writing, of current and future ineligibility for respite care.

(b) DC M&RA (MFY-1) will note the ineligibility in the Case Management System.

(13) While respite care reimbursement is not considered taxable income, sponsors who participate in the respite care reimbursement program may incur tax liability as a household employer. Installations shall direct families who use respite to IRS Publication 926, Household Employer's Tax Guide for Wages Paid and/or recommend they consult a tax professional or their local legal assistance office. Sponsors can access this publication at <http://www.irs.gov/publications/index.html>.

(14) EFMP staff shall not provide any additional advice or guidance regarding potential tax liability beyond directing families to the publication and/or a tax professional or legal assistance office.

i. It is critical that respite care reimbursement program resources be safeguarded and access to respite care is managed carefully. Participation in the respite care reimbursement

FEB 27 2015

program should not be withheld from an eligible enrolled family without cause. Local installations must coordinate such action with DC M&RA, (MFY-1) and show justification for any structure or decision that would terminate respite service.

j. Marines may request an exception to policy due to hardship via the Administrative Action (AA) form. Exceptions to Policy are initiated by the Marine and routed through the Marine's chain of command for the appropriate endorsements. A minimum of two endorsement letters are required. The command will forward exception to policy packages to DC M&RA (MFY-1) for review and final determination.

3. Action. Installation EFMP Managers shall ensure that all EFMP enrolled Marines have access to respite care information on the installation EFMP websites and this Bulletin on the Marine Corps Publications Electronic Library website.

4. Reserve Applicability. Reserve Marines on activated status are eligible to use the Respite Care Reimbursement Program in accordance with current policy.

5. Administration and Logistics

a. The generation, collection or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (b) and (c). Any unauthorized review, use, disclosure or distribution is prohibited.

b. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Cancellation Contingency. This Bulletin is cancelled one year from the date of publication or when revision to reference (a) is published; whichever occurs first.



S. E. MURRAY

Deputy Commandant for
Manpower and Reserve Affairs
Acting

Distribution: PCN 10202565000

Respite Reimbursement Calculation Chart

Effective 1 October 2013

	1 EFM	2 OR MORE EFMs
LEVEL 3 EFM	NOT TO EXCEED HOURLY BASE CDC RATE X 3	NOT TO EXCEED BASE CDC RATE X 5
LEVEL 4 EFM	UNDER NO CIRCUMSTANCES WILL CARE EXCEED \$45 PER HOUR	UNDER NO CIRCUMSTANCES WILL CARE EXCEED \$60 PER HOUR

1. Calculations for hourly reimbursement for Level 3 Exceptional Family Member (EFM).

a. When respite is provided for one Level 3 EFM, the rate will not exceed the hourly base Child Development Center (CDC) rate X 3.

b. When respite is provided for two or more Level 3 EFMs, the rate will not exceed the base CDC rate X 5.

2. Calculations for hourly reimbursement for Level 4 EFM.

a. When respite is provided for one Level 4 EFM, the rate will not exceed \$45 per hour.

b. When respite is provided for two or more Level 4 EFMs, the rate will not exceed \$60 per hour.

3. Families are eligible for up to 20 hours of respite care, per month, per family.