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**Appendix 3 (Letter to PMCP Explaining Respite Care Eligibility) to Annex A  
(Exceptional Family Member Program) to Operations Order 11-494: Army  
Exceptional Family Member Program Respite Care (U)**

Office of the Commander

Dear Primary Medical Care Provider,

The Army has a program that offers respite care to Families that have one or more members with moderate to severe special needs. The program provides an opportunity for the primary care giver to take time away from care responsibilities to meet personal or other Family obligations.

The enclosed "Guidance for Primary Medical Care Provider Documenting Need for Respite Care Support" explains the medical conditions that meet the application requirements. We recognize that many Families could benefit from respite support. However, we have a responsibility to ensure compliance with program guidance and good stewardship of resources that require focus on the most severe medical conditions as prerequisites for consideration. If the medical prerequisites are met, an Army respite care panel will consider other factors, such as, the number of Family members and the deployment status of the Soldier in determining the need and scope of the respite benefit.

Based on your knowledge of the beneficiary with special needs, we request that you check one or more boxes on the enclosed DA Form 4700 (Respite Care Eligibility Review). If the Family member does not have a severe special needs condition, we ask you to check the box, "The individual does NOT meet any of the above eight eligibility criteria."

We appreciate your support of military Families, and the service that you provide to our beneficiaries with special needs.

Sincerely,

Rick Lynch  
Lieutenant General, US Army  
Commanding General

Enclosures

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A-3-1

**MEDICAL RECORD-SUPPLEMENTAL MEDICAL DATA**

For use of this form, see AR 40-66, the proponent agency is the Office of The Surgeon General.

REPORT TITLE  
Respite Care Eligibility Review

OTSG APPROVED (date)  
(YYYYMMDD) 20090204

The Army, through its Family and Morale, Welfare and Recreation Command (FMWR/C), is offering respite care to exceptional family members (EFMs) who meet one or more of the eligibility criteria listed below. A medical provider must indicate whether the EFM meets one or more of the following criteria.

- 1. Little or no age appropriate self-help skills.
  - 2. Severe continuous seizures activity.
  - 3. Ambulation with neurological impairment that requires assistance with activities of daily living.
  - 4. Tube feeding.
  - 5. Tracheotomy with frequent suctioning.
  - 6. Apnea monitoring during hours of sleep, if another family member must remain awake during monitoring.
  - 7. Inability to control behavior with safety issues requiring constant supervision.
  - 8. Life threatening or chronic condition requiring frequent hospitalizations or treatment encounters, which require extensive family involvement in care giving.
- The limitation is permanent.  
or  
 The limitation may not be permanent, and the checked criteria are valid for 2 years at your current installation.  
 The individual does NOT meet any of the above eight eligibility criteria.

Provide a copy of this form to the family for submission to the installation Exceptional Family Member Program Manager.

\*Exception revision approved by APD, 23 Feb 2009\*

PREPARED BY (Signature & Title)

DEPARTMENT/SERVICE/CLINIC

(Continue on reverse)  
DATE (YYYYMMDD)

PATIENTS IDENTIFICATION (For typed or written entries give: Name -last, first, middle, grade, date, hospital or medical facility)

- |  |  |
|--|--|
| <input type="checkbox"/> HISTORY/PHYSICAL                | <input type="checkbox"/> FLOW CHART      |
| <input type="checkbox"/> OTHER EXAMINATION OR EVALUATION | <input type="checkbox"/> OTHER (Specify) |
| <input type="checkbox"/> DIAGNOSTIC STUDIES              |  |
| <input type="checkbox"/> TREATMENT                       |  |

**TAB B (Guidance for PMCP providing Respite Care) to Appendix 3 to Annex A to Operation Order 11-494: Army Exceptional Family Member Program Respite Care (U)**

**Guidance for Primary Medical Care Provider Documenting  
Need for Respite Care Support**

The Army offers respite care for Families that have one or more members with a severe chronic condition or significant medical needs that are registered in the Exceptional Family Member Program. To be eligible for consideration, Family caregivers must provide continuous support or direct line-of-sight supervision for a minimum of 6-8 hours a day. The program funds a respite care provider to care for the Family member with special needs, allowing the caregiver a “break” to address personal needs, or the needs of other Family members. Below is an explanation of the entry criteria that is a prerequisite for applying for respite care.

<b>Army Respite Care</b>	
<b>1. Little or no age appropriate self-help skills*</b>	
➤	The Family member, with special needs, must require constant attention by a caregiver for a minimum of six-eight hours per day. This care may be necessary due to one severe condition or multiple less severe conditions that compounded result in significant burden to the care provider. <ul style="list-style-type: none"> <li>○ If the Family member is under age 6, the child must demonstrate significant developmental delays with inability to perform age appropriate self-help skills.</li> <li>○ If the Family member is over age 6, the individual must have significantly limited or no toileting, dressing, bathing or feeding skills.</li> </ul>
*Self-help skills enable individuals to meet their own needs and involve activities and behaviors that eventually lead to independence. Basic skills focus on feeding, dressing, bathing, and toileting.	
<b>2. Severe continuous seizure activity.</b>	
➤	Unstable seizures that require close monitoring for safety and support.
<b>3. Ambulation with neurological impairment that requires assistance with activities of daily living.</b>	
➤	Requires presence of caregiver during mobility activities to ensure health and safety of EFM.
<b>4. Tube feeding.</b>	
➤	Continuous or frequent intermittent tube feedings typically associated with other severe chronic conditions that requires direct involvement by the caregiver.
<b>5. Tracheotomy with frequent suctioning.</b>	
➤	Management of tracheotomy must be provided primarily by the care provider in association with other severe chronic conditions or multiple medical problems.
<b>6. Apnea monitoring during hours of sleep, if another Family member must remain awake during monitoring.</b>	
➤	The monitoring must be to the extent that it significantly impacts the care provider’s ability to accomplish other personal or Family needs or household responsibilities.
<b>7. Inability to control behavior with safety issues requiring constant supervision.</b>	
➤	Includes one or more of the following chronic behaviors: aggressive; self-injury; impulsive; elopement (an individual who is aware that he/she is not permitted to leave, but does so with intent); or wandering (wandering refers to an individual who strays beyond the view or control of parent or staff without the intent of leaving).
➤	Children under age 6 must demonstrate the inability to perform age and developmentally appropriate safety skills.
<b>8. Life threatening or chronic condition requiring frequent hospitalizations or treatment encounters, which require extensive Family involvement in care giving.</b>	
➤	The involvement may include direct provision of care, participating with EFM in clinical appointments, and/or coordination and care management.
➤	The hospitalized person is the individual with the special needs.