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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) SECNAV M-5214.1
(c) 5 U.S.C. 552a
(d) SECNAVINST 5211.5E
(e) SECNAV M-5210.1

Encl: (1) Respite Care Reimbursement Calculation Chart

Reports Required: I. Exceptional Family Member Program Respite
Care Report (Report Control Symbol
EXEMPT), par. 2d

1. Purpose. To reissue a policy change to the respite care reimbursement program in reference (a). This Bulletin outlines policy regarding an Exceptional Family Member Program (EFMP) enrolled sponsor's eligibility to participate in the respite care reimbursement program, establishes respite care reimbursement formulas, and clarifies authorized use of respite care reimbursement. Requirements in this MCBul are being incorporated into reference (a). MCBul 1754 (canc: Feb 16) expired prior to review and publication of the revisions to reference (a).

2. Background. The Marine Corps established the respite care reimbursement program 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 reimbursement 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

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maintained for highly impacted exceptional family members (EFMs).

a. Respite Care Use. Respite care reimbursement is a non-entitlement benefit intended to provide brief rest periods for the primary caregiver(s). Respite care reimbursement criteria and restrictions are as follows:

(1) EFMP respite care reimbursement is available for EFMs identified as Level of Need (LoN) 3, or LoN 4.

(2) Family members identified as LoN 1 and LoN 2 are not eligible for respite care reimbursement.

(3) Age typical sibling reimbursement is not provided.

(4) Adult EFMs are not eligible for age typical reimbursement for their children.

(5) The maximum number of respite hours per month, per family, eligible for reimbursement, at authorized rates is 20 hours.

(6) Reimbursement is not authorized for, Pre-school programs, Day care or babysitting to allow sponsor or spouse to work or attend school, or 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 LoN. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA), EFMP, (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.

c. Reimbursement Rate of Care. Respite care reimbursement rates are based on EFM LoN as described below. Future modifications, if any, to the respite care reimbursement program rates will be communicated via MARADMIN.

(1) LoN Three. Includes EFMP enrolled 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) LoN Four. Includes EFMP enrolled 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).

d. Implementation of the Respite Care Reimbursement Program. Installations establish program procedures for reimbursement to sponsors for qualifying care that are consistent with the contents of this MCBuL. 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 (b), 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 sponsor is deployed, Temporary Assigned 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 sponsor has been approved by DC M&RA (MFY-1) for a Continuation on Location.

(2) Installations shall use the standardized respite care forms: NAVMC 1750/1, "Verification of Eligibility to Participate in the Exceptional Family Member Program (EFMP) Respite Care Reimbursement Program," NAVMC 1750/2, "Exceptional Family Member Program (EFMP) Respite Care Reimbursement Program Statement of Understanding," and NAVMC 1750/3, "Exceptional Family Member Program (EFMP) Respite Care Reimbursement Log."

e. Appropriated funds are authorized for the installation respite care reimbursement program. The Uniform Funding and Management practice is used to execute appropriated funds for this program.

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

(1) Families must include provider documentation of qualifications for LoN 3 and LoN 4 reimbursement. Installation

EFMP Managers shall review documentation provided to determine that providers meet requirements for the appropriate level of reimbursement. Provider skill must correspond to the documented LoN 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 care is typically provided in the family member's home or the provider's home and not in a public location.

(4) Respite care 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.

g. 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 EFMP enrollment update is overdue, respite care reimbursement eligibility is terminated. To reinstate respite care reimbursement eligibility, an update must be completed. Updates are complete when the enrollment/update letter notes effective date for enrollment purposes. The enrollment letter is accessible in the EFMP Case Management System (CMS). 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, subject to current EFMP enrollment.

(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."

(b) Proof of provider experience and skill to care for the EFM must be documented in the NAVMC 10274 for consideration 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 sponsor and routed through the sponsor'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 care reimbursement for any purpose other than those established will not be reimbursed.

(4) Respite care 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) When the sponsor is attending an official school, serving an unaccompanied overseas tour where HQMC EFMP, or the overseas screening process, determines services are not available, or when the sponsor is approved by DC M&RA (MFY-1) for a Continuation on Location, the EFMP office where the family resides is authorized to reimburse respite care expenses.

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

(7) Installations shall determine and publish required submission dates for the NAVMCs 1050/1, 1050/2, and 1050/3 in accordance with their installation's control procedures to facilitate timely reimbursement to families.

(8) 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.

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

(10) 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 respite care reimbursement.

(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 reimbursement.

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

(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.

h. 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 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.

i. Sponsors may also request an exception to policy for the respite care reimbursement program due to hardship using NAVMC 10274. Exceptions to policy are initiated by the sponsor and routed through the sponsor's chain of command for the appropriate endorsements. A minimum of two endorsement letters are required. The command will forward exception to policy requests to DC M&RA (MFY-1) for review and final determination.

3. Action. Installation EFMP Managers shall ensure that all EFMP enrolled sponsors have access to respite care information on the installation EFMP websites and this Bulletin on the Marine Corps Publications Electronic Library website.
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>

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

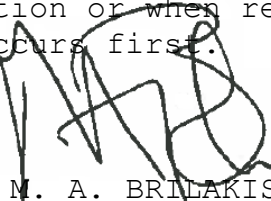
5. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (c)) and implemented per reference (d).

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

c. Naval Forms Online (NFOL) is the official online resource for Marine Corps forms located at
<https://navalforms.documentservices.dla.mil>

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



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Respite Care 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 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. If families use providers who do not present adequate documentation of skill, the rate will not exceed the hourly base CDC rate X 2 for one reporting period (30 days).

b. When respite is provided for two or more Level 3 EFMs, the rate will not exceed the base CDC rate X 5. If families use providers who do not present adequate documentation of skill, the rate will not exceed the hourly base CDC rate X 3.5 for one reporting period (30 days).

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. If families use providers who do not present adequate documentation of skill, the rate will not exceed the hourly base CDC rate X 3 for one reporting period (30 days).

b. When respite is provided for two or more Level 4 EFMs, the rate will not exceed \$60 per hour. If families use providers who do not present adequate documentation of skill, the rate will not exceed the hourly base CDC rate X 5 for one reporting period (30 days).

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