



Toolkit for Starting a Kin Caregiver Respite Program



Background

Nationwide, <u>over two million</u> grandparents are raising their grandchildren. Many other children are being raised by aunts, uncles, other relatives, or close family friends. Collectively, these grandparents, other relatives, and friends raising children whose parents cannot are sometimes called "kin caregivers." The families are often called "kinship families" or "grandfamilies." This document combines these terms for the families, referring to them as "kinship/grandfamilies."

Kinship/grandfamilies form when children's parents are unable to care for them, often due to substance use, child welfare involvement, incarceration, mental and/or physical challenges, divorce, parental death, and/or military deployment. Although both <u>kin</u> <u>caregivers and children benefit</u> from being in these families, studies also indicate that kin caregivers face challenges that amplify their need for affordable respite.

Like all parents, kin caregivers experience challenges in raising children, from balancing work and family to coping with behavioral issues to covering unexpected school or child care costs. Many kin caregivers, however, face additional challenges. Often, kin caregivers first welcome children into their homes in times of crisis, with little warning. Consequently, few kin caregivers budgeted for the children, and they must find a way to absorb the added expense. Additionally, unlike biological parents, kin caregivers do not automatically possess a legal relationship with the children they raise. This can cause issues when kin caregivers try to enroll the children they are raising in school or attempt to obtain certain benefits or consent to healthcare procedures.

Kin caregivers and their families are deeply affected by <u>financial challenges</u>, <u>disability</u>, and <u>trauma</u>. Approximately 25 percent of civilian grandparents who are living with and responsible for their grandchildren have a disability, <u>compared</u> to about 10 percent of parents of children under age 18. Almost 56 percent of grandparents raising





grandchildren are <u>employed</u>, and 66 percent of grandparents raising grandchildren are <u>aged 55 and older</u>, while 34 percent are younger than age 55.

Despite the rewarding aspects of being part of kinship/grandfamilies, oftentimes kin caregivers need a break or a respite from the care they provide, and they may lack friends or family who can assist. For kin caregivers, respite can take many forms, including child care, afterschool programs, supervised social activities for children or youth, summer camps, and support groups. Some providers also offer vouchers or cash assistance that permit kin caregivers to hire friends or family to provide child care at home. Others partner with schools and community-based organizations that already offer these services.

Purpose and Contents of this Toolkit

This toolkit offers tips and no-cost resources for Area Agencies on Aging (AAAs), Title VI Native American Aging Programs (Title VI programs), and other organizations (both inside and outside the Aging Network) to develop new or expand existing respite programs or services for kin caregivers and their families.

The remainder of this guide is divided into eight sections. Use the links below to jump to a specific section, as needed.

- Planning Starts with Assessing Your Community
- Choosing a Type of Respite to Offer
- Partnering to Offer Respite
- Planning for Costs
- Investigating Funding Options
- Planning for Outreach and Marketing
- Evaluating Your Service or Program
- Specialized Resources

Planning Starts with Assessing Your Community

The first step to planning a new kin caregiver respite program or service is to take a step back and examine the forms of respite needed by kin caregivers in your community, the supports that already exist to address these needs, and the gaps there may be among the available supports. Bear in mind local factors (e.g., rural/urban, lack of public transportation, broadband availability, etc.) that may make it challenging for





some families to access services. The resources below may help you conduct a community needs assessment.

Resources on Launching a Community Assessment

- <u>Chapter 3: Assessing Community Needs and Resources</u>
 - This chapter covers the why and how of community needs assessments and includes guidance on conducting focus groups, surveys, community forums, and interviews. The chapter also provides tips on mining data from existing sources and analyzing data.
 - Source: University of Kansas Center for Community Health and Development's <u>Community Toolbox</u>
- Journey of Change: Conducting a Community Assessment
 - Developed for American Indian and Alaska Native child welfare programs (but including information transferrable to others), this short and interactive online course shares guidance on creating and using surveys, conducting focus groups and key informant interviews, and analyzing data.
 - Source: <u>Tribal Information Exchange: Capacity Building Center for Tribes</u>
- Sticky Figures: Using a Needs Assessment
 - This four-page fact sheet explains community needs assessments and examines the pros and cons of various data collection methods.
 - Source: <u>ARCH National Respite Network and Resource Center</u>
- <u>Tips to Include Kinship/Grandfamilies in Programmatic Decision-Making</u>
 - This tip sheet describes the value of including kin caregivers in programmatic decision-making and offers guidance on recruiting, engaging, and supporting kin caregiver participation.
 - Source: <u>Grandfamilies & Kinship Support Network</u>

Resources for Finding Data on Existing Community Resources

- Connect
 - This webpage includes links to state afterschool networks, some of which have online search tools for finding afterschool programs in the state.
 - Source: <u>50 State Afterschool Network</u>





- Find a Camp
 - This webpage has information and links to summer camps nationwide.
 - Source: <u>American Camp Association</u>
- Find a Respite Provider
 - This webpage links to resources for finding respite providers nationwide.
 - Source: <u>ARCH National Respite Network and Resource Center</u>
- <u>GrandFacts: Fact Sheets</u>
 - These fact sheets provide links to supportive services (including some respite) for kin caregivers and their families in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and several tribes. They also include local demographic data on kinship/grandfamilies.
 - Source: <u>Generations United</u> and its <u>Grandfamilies & Kinship Support</u> <u>Network</u>
- Identifying and Engaging Untapped Partners to Support Kinship/Grandfamilies
 - This tip sheet includes ideas about finding and working with government agencies and community-based organizations that are likely already supporting (or that can support) kinship/grandfamilies through their regular operations but that might not be aware of the specific strengths and needs of this particular population.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Kinship Navigator Programs Around the United States
 - Kinship navigators provide information, referral, and assistance to kin caregivers on supportive services in their communities. This resource includes links to kinship navigator programs across the country.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Map My Community
 - This tool identifies federally funded youth-serving programs nationwide.
 - Source: <u>Youth.gov</u>





- State by State [child care] Resources
 - This webpage includes links to resources for finding child care providers nationwide.
 - Source: <u>Child Care Aware of America</u>

In conducting their community needs assessment, Erin Alt, program manager at the Larimer County Office on Aging in Colorado, said they initially were a little intimidated. It was "daunting" she said. "We understood the needs of family caregivers of older adults. We were comfortable with what resources we could share with them. However, it was intimidating to think we would need to learn a whole new side to caregiving, not knowing if we had all the tools and resources to handle what kind of questions or needs would arise from it. But we decided to take the leap anyway and be open to learning." In addition to surveying kin caregivers directly, Erin recommends meeting one-on-one with key community organizations that also support kin caregivers and their families to get their thoughts on respite resources that would be most needed and valued.

Choosing a Type of Respite to Offer

After assessing the kin caregiver respite programs and services that currently exist in your community and the kinds of programs or services that caregivers want that are still needed, consider what type of respite service/program you may be able to offer or partner to offer. Types of respite for kin caregivers include:

- Professionally facilitated support groups for kin caregivers and/or children, with child care provided as needed;
- Peer-led support groups for kin caregivers and/or children, with child care provided as needed;
- Supervised recreational activities for children, including afterschool programs, social clubs, and summer camps;
- Child care and preschools;
- In-home child care;
- One-on-one mentoring for children;





- Tutoring;
- Help with household chores, errands, and/or transportation; and
- Vouchers or cash assistance permitting kin caregivers to choose their own respite provider.

Partnering to Offer Respite

AAAs, Title VI programs, and other organizations do not need to operate their own respite programs or services to be effective. Many reimburse or subcontract the delivery of respite services. For example, Monica Barnes, the older relative program coordinator for the Central Alabama Aging Consortium, reports that their agency reimburses kin caregivers for afterschool programs, babysitting, and extracurricular activities for their children. Mary Lynn Kasunic, president and CEO of Area Agency on Aging Region One, Inc., in Phoenix, AZ, states that her agency subcontracts with Duet, a community-based nonprofit. Duet runs in-person and online kin caregivers can get a few hours of "me time."

Resources to Facilitate Partnerships

- Foundations for Fostering Partnerships in Head Start and Early Head Start
 - Though written for Head Start and Early Head Start programs, this publication includes partnership strategies and tools that any organization can use. It also describes how community needs assessments impact community partnerships.
 - Source: U.S. Administration for Children & Families: Head Start Early Childhood Learning & Knowledge Center
- How to Build a Business Partnership
 - This webpage walks readers through the first steps of reaching out to businesses to develop partnerships.
 - Source: U.S. Centers for Disease Control and Prevention: Veto Violence
- Identifying and Engaging Untapped Partners to Support Kinship/Grandfamilies
 - This tip sheet offers strategies for identifying and engaging with government agencies and community-based organizations that are likely already supporting (or that can support) kinship/grandfamilies through their regular operations but that might not be aware of the specific strengths and needs of this particular population.
 - Source: <u>Grandfamilies & Kinship Support Network</u>





- Kinship Navigator Program Area Office on Aging of Northwestern Ohio (AOoA)
 - This Exemplary Program profile includes a list of key partners and information about how the Kinship Navigator Program leverages them.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- <u>Respite Services for Kinship/Grandfamilies</u>
 - This webinar introduces respite and the ARCH National Respite Network and Resource Center. It also presents examples of the kin caregiver respite partnerships in Washington State, Virginia, and Florida.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Southwest Idaho Area Agency on Aging's Kinship Program: A Holistic Support for the Whole Family
 - This video describes the AAA's kinship program, including tips on finding and engaging with community partners.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Strategies for Partnering with Child Welfare Agencies
 - Though written for Head Start programs, this resource provides practical advice on things to consider when partnering with child welfare.
 - Source: U.S. Administration for Children & Families: Head Start Early Childhood Learning & Knowledge Center
- Working with Education Sector: Dos and Don'ts
 - Though written for a health sector audience, this tip sheet offers transferrable tips for other organizations that want to partner with schools.
 - Source: <u>School-Based Health Alliance</u>

Some providers that already support kinship/grandfamilies, like <u>Head Start and</u> <u>Early Head Start programs</u>, are required to partner with external organizations and have well-developed systems for facilitating partnerships. Some public schools and school districts – like those in <u>Des Moines, IA</u>, <u>Henrico County, VA</u> and <u>Seattle, WA</u> – have established "Community Partnership" offices to manage partnerships.





Planning for Costs

The costs to run your respite program or service depend on the type of respite program you choose to offer and how your state regulates that type of respite. The resources below may help you consider the costs your respite program or service may require.

Resources to Help Determine Respite Costs

- Becoming an Independent Respite Provider Budget Worksheet
 - This is a checklist of costs to consider when developing a budget for a respite program.
 - Source: <u>Respite Care Association of Wisconsin</u>
- <u>Calculate your startup costs</u>
 - Intended for any business, this webpage links to resources, including a downloadable, fillable spreadsheet, about startup costs.
 - Source: U.S. Small Business Administration
- <u>Cost Calculator</u> [for afterschool programs]
 - This is a no-cost online calculator for determining the costs of running various types of afterschool and summer programming.
 - Source: <u>Wallace Foundation</u>
- Liability and Insurance Issues chapter, pages 55-60 of Volunteer Respite Manual: Creating Valuable Options for Family Caregivers
 - This chapter details the costs and types of liability insurance that nonprofit volunteer respite providers should consider. It also covers liability waivers.
 - Source: <u>ARCH National Respite Network and Resource Center</u>
- Provider Cost of Quality Calculator [for child care]
 - This is a no-cost online calculator for determining the cost of running various types of child care programs.
 - Source: U.S. Department of Health & Human Services' Child Care Technical Assistance Network
- Putting a dollar sign to it.
 - This webpage on cost analysis contains a webinar recording, presentation slides, and links to resources (including a respite cost analysis





spreadsheet template adapted from FRIENDS National Center for Community-Based Child Abuse Prevention).

- Source: <u>ARCH National Respite Network and Resource Center</u>
- <u>Tutoring Cost Calculator 2.0</u>
 - This is a no-cost online calculator for determining the cost of running various types of tutoring programs.
 - Source: <u>National Student Support Accelerator</u>

Investigating Funding Options

The Older Americans Act's National Family Caregiver Support Program and Native American Caregiver Support Program, the U.S. Administration for Community Living's Lifespan Respite Program, and certain Medicaid Waiver programs specify respite as an allowable expense. Funding may also be available from foundations and corporations. In-kind donations and volunteers also can build capacity. The resources below may help as you start your funding research.

Fundraising Resources

- Candid Learning
 - This website offers numerous no-cost webinars (live and recorded) and self-paced learning courses on fundraising. Though made for nonprofits, some of the resources also may be valuable for government agencies.
 - Source: <u>Candid</u>
- <u>Chapter 42: Getting Grants and Financial Resources</u>
 - This chapter provides guidance and tools on grant writing, planning for sustainability, and developing a business plan.
 - Source: University of Kansas Center for Community Health and Development's <u>Community Toolbox</u>
- Federal Funding and Support Opportunities for Respite
 - This 132-page guide provides detailed information on federal funding sources that could be used for either kin caregiver respite or respite for family caregivers of older adults.
 - Source: <u>ARCH National Respite Network and Resource Center</u>





- Finding Program Funding
 - This two-page tip sheet has ideas for finding and forming relationships with potential funders and links to fundraising and grant databases.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Fund Development Strategies Pros and Cons
 - This resource briefly describes the pros and cons associated with specific fundraising strategies, including seeking grants, holding fundraising events, and soliciting individual donors.
 - Source: <u>University of Massachusetts Amherst's Donahue Institute</u>
- Fundamentals of Grant Writing
 - This series of videos (25 minutes total) covers the basics of grant writing and includes insight into what funders want to see in a proposal and how to research and foster relationships with potential funders.
 - Source: U.S. Department of State: Young Leaders of the Americas Initiative
- Funding Toolkit for Nonprofit Agencies Serving Kinship/Grandfamilies
 - This 14-page toolkit describes funding sources (government, foundations, and corporations), provides tips on developing both individual donors and proposals, and offers fund development resources.
 - Source: <u>Grandfamilies & Kinship Support Network</u>
- Tips for Sustaining a Project Beyond the Grant Period
 - An introduction to social entrepreneurship, this brief article offers ideas for fundraising beyond grant-seeking.
 - Source: <u>National Council on Aging</u>

When looking beyond government grants for funding and capacity-building opportunities, Sara McDonald, director of the Lackawanna County Area Agency on Aging in Scranton, PA, advises partnering with local businesses to sponsor families or with school groups to fundraise or collect donations. Nichole Baker, Chief Services Officer at Wellwise Services Area Agency on Aging in Brooklyn, MI, agrees. Her agency partners with churches and the local YMCA to help cover summer camp fees for children from kinship/grandfamilies.





Planning for Outreach and Marketing

The motto "if you build it, they will come" does not always apply to kin caregiver respite. In fact, in a <u>2022 topical poll conducted</u> by USAging for the Grandfamilies & Kinship Support Network, 53 percent of AAA and Title VI program respondents identified kinship/grandfamily outreach as a major challenge to the success of their supportive programs and services for kin caregivers. The resources below may help you reach and market your program or service to kin caregivers.

Outreach and Marketing Resources

- Family Outreach Series Strategies for Outreach to All Families: Overview
 - Developed for child care providers (but including information transferrable to others), this guide describes evidence-informed outreach strategies for reaching families with young children. It also addresses barriers that may affect a family's desire or ability to access a provider's service.
 - Source: <u>U.S. Department of Health & Human Services' Child Care</u> <u>Technical Assistance Network</u>
- Identifying and Engaging Untapped Partners to Support Kinship/Grandfamilies
 - This tip sheet and accompanying <u>webinar</u> offer guidance on partnering with schools, youth clubs, afterschool programs, social services, and more to reach and support kin caregivers and their families.
 - Source: Grandfamilies & Kinship Support Network
- Kinship Care Programs: Effective Marketing and Outreach Build With Care and <u>They Will Come!</u>
 - This academic article (published in <u>GrandFamilies: The Contemporary</u> <u>Journal of Research, Practice and Policy</u>) offers guidance on the why and how of developing an outreach plan.
 - Source: <u>Western Michigan University Libraries</u>
- Nine Steps to Respite for Grandfamilies
 - This comprehensive fact sheet, available in English and Spanish, is for kin caregivers and can be given directly to them. It seeks to educate kin caregivers about respite care and help them learn about finding, paying for, and utilizing respite care services.
 - Source: <u>ARCH National Respite Network and Resource Center</u>





- Social Marketing Planning Process: Creating Your Social Marketing Plan
 - This workbook (originally published by the U.S. Substance Abuse and Mental Health Services Administration) provides tools and guidance for developing and implementing a social marketing plan.
 - Source: <u>National Association of State Mental Health Program Directors</u>
- Telling Your AAA's Story: A Guide to Creating & Implementing Your Brand
 - Developed for AAAs looking to rebrand and/or improve their marketing, this webinar includes transferrable guidance on branding, storytelling, partnering for outreach, and marketing strategies.
 - Source: <u>Aging and Disability Business Institute</u>
- We know grandfamilies are out there. How do we find them?
 - This two-page tip sheet briefly describes ideas and strategies for reaching kin caregivers and their families, including partnering with other kinship/ grandfamily-serving agencies and co-creating programs with caregivers.
 - Source: <u>Grandfamilies & Kinship Support Network</u>

Jane Debroux, caregiver specialist at the Area Agency on Aging of Dane County, WI, advises connecting with local organizations already supporting kinship/grandfamilies to find program/service participants. "As more of our colleagues [at other organizations] learn about what we offer," she said, "they refer families to us."

When considering potential partners, think broadly. The <u>Area Office on Aging of</u> <u>Northwestern Ohio, Inc.</u>, partners with dozens of organizations for outreach, including its county's children's services, the county's juvenile and family courts, local schools, child care providers, community centers, libraries, medical practices, and more.

In considering how to partner, think beyond leaders. Jana Underwood, Title VI program manager for the Choctaw Nation of Oklahoma, began her Title VI program's relationship with the local Boys & Girls Club by informally visiting the club's direct service staff, asking whether the club serves any children from

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kinship/grandfamilies, and leaving literature. Through these relationships, she later met with the club's president and now maintains regular contact.

Sara McDonald, director of the Lackawanna County Area Agency on Aging in Scranton, PA, adds, "School administrators likely will not be able to prioritize grandfamily needs or available services but may be open to letting you share information with their staff." To reach families through the school system, Sara suggests contacting guidance counselors, the local PTA, and student councils.

Evaluating Your Service or Program

Evaluating how well your program or service performs will help you ensure the intended goals are being met, show your value to current and potential funders, and improve your ability to adapt to the changing needs of the families you support. The resources below may help you plan your evaluation.

Evaluation Resources

- <u>Chapter 36, Section 1: A Framework for Program Evaluation: A Gateway to Tools</u>
 - This chapter describes a framework for understanding and implementing program evaluation.
 - Source: University of Kansas Center for Community Health and Development's <u>Community Toolbox</u>
- Evaluating Respite: A Primer
 - This 45-minute webinar covers the why and how of evaluating respite programs, including developing logic models, identifying outcomes, and selecting indicators. It also describes the difference between quantitative and qualitative data and suggests specific measurement tools.
 - Source: <u>ARCH National Respite Network and Resource Center</u>
- <u>Evaluation Resources for Kinship Programs</u>
 - This resource (developed from a webinar, <u>Building Evidence of Success</u> <u>for Kinship Programs: Tips and Strategies</u>) includes links to program evaluation articles and tools. Note: some of the links are to researchrelated resources.
 - Source: <u>Grandfamilies & Kinship Support Network</u>





- Measuring Systems Change and Consumer Outcomes
 - This 44-page guide and associated tools provide guidance on evaluating respite programs. The guide details components of an evaluation plan, describes how to create a logic model, and suggests specific measurement instruments.
 - Source: <u>ARCH National Respite Network and Resource Center</u>

When evaluating your program or service, Erin Alt, program manager at the Larimer County Office on Aging in Colorado, recommends starting with the families themselves. "The grandfamilies who you are providing the service to are the experts," she says, adding, "When we first started the program, we heard from several grandfamilies how helpful some house cleaning would be, and so we advocated for that to be added to the program's offerings, and it was." Larimer County Office on Aging uses an <u>online survey</u> to evaluate their respite voucher program.

For those seeking guidance on developing a program evaluation process, Sara McDonald, director of the Lackawanna County Area Agency on Aging in Scranton, PA, suggests the online tool <u>Listen 4 Good</u>.

The Grandfamilies & Kinship Support Network offers government agencies, tribes, and nonprofits <u>no-cost technical assistance</u> on program evaluation and other topics related to supporting kinship/grandfamilies.

Specialized Resources

The resources below offer guidance and tips on starting specific types of kin caregiver respite (e.g., support groups, summer camps, voucher programs, etc.).

Additional and Specialized Resources

- <u>Afterschool Alliance Program Toolbox</u>
 - This website provides resources on starting, running, and sustaining an afterschool program.





- <u>Child Care Technical Assistance Network</u>
 - Run by the U.S. Administration for Children and Families, this website provides no-cost technical assistance on child care, including afterschool and summer programs.
- Grandfamily Support Groups: Seven Tips for Getting Started
 - Produced by the Grandfamilies & Kinship Support Network, this tip sheet offers ideas for starting a kinship/grandfamily support group.
- How to Start a Camp
 - This webpage of the American Camp Association includes guidance and resource links related to starting a day or summer camp.
- Kinship Care Resource Kit for Community and Faith-Based Organizations
 - Produced by the Children's Defense Fund, this kit discusses starting a kin caregiver support group, training program, and respite program.
- National Mentoring Resource Center
 - Funded by the U.S. Department of Justice, this website provides no-cost technical assistance to existing and potential mentoring service providers.
- National Respite Care Provider Training and Replication Toolkit
 - ARCH National Respite Network and Resource Center, in partnership with the National Academy for State Health Policy and the Respite Care Association of Wisconsin, piloted a competency-based respite provider training and recruitment initiative to recruit and train the respite workforce. The training is now available to all states, free of charge.
- <u>Self-Directed Respite Voucher Guide</u>
 - This 62-page guide, from the ARCH National Respite Network and Resource Center, describes how to start a respite voucher program. Voucher programs give caregivers flexibility in choosing their own respite providers. The webpage for this guide also contains links to a Self-Directed Readiness Review for Self-Directed Respite Voucher Programs. The assessment is available as an Excel spreadsheet and as a PDF.
- Southwest Idaho Area Agency on Aging's Kinship Program: A Holistic Support for the Whole Family
 - This 14-minute video co-produced by USAging and the Grandfamilies & Kinship Support Network offers inspiration and tips for replicating the





AAA's bilingual model of kin caregiver support groups and case management.

- State Respite Coalition & Lifespan Respite Grantee Contacts and Apply for State Lifespan Respite Voucher Programs
 - These webpages from ARCH National Respite Network and Resource Center provide clickable maps with information for each state. State Lifespan Respite grantees and their state respite coalition partners are key partners for respite. Many provide respite vouchers to all caregivers, and some have vouchers that are specifically for kin caregivers.
- <u>Toolkit for Tutoring Programs</u>
 - This online toolkit (produced by the National Student Support Accelerator) provides guidance and tools on creating or improving a tutoring program.
- Volunteer Respite Manual: Creating Valuable Options for Family Caregivers
 - This 76-page manual, from the ARCH National Respite Network and Resource Center, covers important aspects of starting a volunteer-driven respite program, including volunteer recruitment and training, costs and funding, and policy development.

The Grandfamilies & Kinship Support Network: A National Technical Assistance Center (Network) helps government agencies and nonprofits in states, tribes, and territories work across jurisdictional and systemic boundaries to improve supports and services for families in which grandparents, other relatives, or close family friends are raising children whose parents are unable to do so. For more information, please visit www.GKSNetwork.org.

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