**Respite Program Services Question and Answers**

**March 4, 2021**

If we've taken the trainings in the past, would it be required to re-take them?

*No. If staff have already completed a required training, they do not need to take it again during this grant cycle. Please note that Contractors must have staff training completion certificates on file for DSS monitoring reviews.*

Is there a document with more match information as far as what is acceptable, not acceptable, etc.?

*No, there is no formal document. The Respite Program Services will be funded through the NC Children’s Trust Fund, which is a state allocation. Therefore, the match cannot be other state funds. You may use federal, local, or private funds for an in-kind and/or cash match. Applicants should also make sure that any cash or in-kind expenses designated as match will support their respite program.*

When we are submitting documents in the email, I know that they need to be individual documents, but do you want them in pdf form, or do you want some original word documents?

*Documents that require a signature can be emailed in a pdf format. All of the other documents should be submitted in a Word or Excel format.*