

Ohio Department of Children and Youth
**POST ADOPTION SPECIAL SERVICES SUBSIDY (PASSS) RESPITE MONTHLY
INVOICE**

Name of Child:

Enter the first and last name of the child approved for PASSS funded respite care.

First _____

Last _____

Date of Birth of Child:

Enter the child's birth month, day, and year in the following format 00/00/0000.

Date of Birth _____

Child's Person Identification Number (PID):

Enter the child's Person Identification Number (PID). This number can be found on the child's Post Adoption Special Services Subsidy (PASSS) Application Approval Letter that was provided at the time of application approval.

Child's PID _____

Name of Adoptive Parent(s):

Enter the first and last name of the adoptive parent(s).

First _____

Last _____

First _____

Last _____

Name of Respite Provider

Enter the first and last name of the respite provider.

First _____

Last _____

Month/Year:

Enter the month and year that respite was provided.

Month _____

Year _____

PASSS Payment Should be Made to:

Place a check mark in the correct box indicating if the monthly respite payment should be made to the adoptive parent or respite provider. Only one box should be checked. If both boxes are checked, the invoice will be returned for correction.

☐

Adoptive Parent

OR

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Respite Provider

DATE RESPITE PROVIDED	NUMBER OF HOURS	RATE PER HOUR	DAILY TOTAL EXPENSE
Monthly Total: <i>Enter the Monthly Total for the payment amount. (This should be the sum of the Daily Expenses identified above.)</i>			

Signature of Respite Provider/Date

Signature of Adoptive Parent/Date

**Please note that respite invoices should be submitted on a monthly basis. At the end of the month, the form should be signed by both the respite provider and adoptive parent. The completed form should then be emailed to PASSS@childrenandyouth.ohio.gov. A completed IRS W-9 is required prior to the first payment being made to the adoptive parent or respite provider.*

*** Please also note that if you have more than one child approved for PASSS respite funds, a separate invoice will need to be submitted for each child as well as each respite provider.*

****Please also note that PASSS respite care funds cannot be used to pay for regular childcare.*