If Participant/Group Cancels
True Friends understands that occasionally conflicts arise. In the event a participant needs to cancel their respite stay the following may occur:

- All fees paid will be refunded in full if notice is received at True Friends 14 days or more prior to the participant’s session.
- If notice is received at True Friends 13 days or less to the participant’s session, participants will be charged a $50 processing fee.

If you need to cancel your session, please call 952.852.0101 or email registration@truefriends.org to complete the necessary steps.

Registration Checklist
Please ensure you have completed all the steps below:

- Inform Case manager of interest in Respite services (Guardian).
- Complete online application at truefriends.org/respite (Guardian/Participant).
- Complete and submit Service Authorization (Case Manager).
- Email copy of Coordinated Service and Support Plan/Community Support Plan if you will be paying with the following waivers: BI, CAC, CADI, CDCS, DD, or EW (Guardian/Case Manager).
- Annual physical.
- Medication List completed by a pharmacist or physician
- True Friends Medication Administration Form

Health care questionnaires can be found at www.truefriends.org/forms. All information can be sent to registration@truefriends.org.

To Do:

Please note, all respite activities are subject to change based on attendance, interest, and location. Choices are always offered to participants.