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Before respite services will be paid for through a family contract by MHMRTC all of the following documents must be completed and returned to Michele Mendez at 1300 Circle Drive, Fort Worth, 76119. If you have any questions regarding the family contract process please contact Michele Mendez at (817) 569-4136 or [Michele.mendez@mhmrctc.org](mailto:Michele.mendez@mhmrctc.org)

- **Compliance: Statement of Understanding (signed by you)**
  
- **Completed tests from the training packet – pages 4, 5, 14, 22, 28, and 29 (signed by you)**
  
- **Consent to Background check on yourself**
  
- **Copy of your social security card**
  
- **Consent to Background check on all of your respite providers**
  
- **Picture ID of the Person(s) that will be providing respite**



➤ **Contract (signed by you)**