

Acknowledgement of My Responsibilities As The Employer of My Individual Providers

When I choose to receive services from an Individual Provider (IP) paid by the Department of Social and Health Services (DSHS) the following are my responsibilities as the employer of the IP:

- Screening and hiring a qualified IP.
- Supervising the daily work and activities of my IP. Although my IP has a contract with DSHS, DSHS cannot supervise my IP's daily work and activities.
- Providing protective gloves for my IP to use when they do hands-on personal care tasks for me
 - You are eligible to get 200 gloves a month from your Apple Health (Medicaid) benefit. If medically necessary, you may be able to get more than 200 gloves a month.
 - If you are an Apple Health (Medicaid) managed care client with one of the following health plans: Amerigroup, Community Health Plan of Washington, Coordinated Care Corporation, Molina Healthcare of Washington, Inc., and United Healthcare Community Plan, contact your health plan to order your gloves. See "How To Obtain Non-Sterile Gloves for Your Personal Caregivers" flyer for your health plans contact information.
 - If you are an Apple Health (Medicaid) non-managed care client, call a DME (durable medical equipment) supplier from the list on the Health Care Authority website at http://www.hca.wa.gov/medicaid/dme/Documents/ffs_providers_non_sterile_gloves.pdf OR, call your primary care physician, OR call the Medical Service Center at 1-800-562-3022. This number is located on the back of your blue Medical Service Card. For more information about obtaining gloves visit the Health Care Authority website at <http://www.hca.wa.gov/medicaid/dme/Pages/default.aspx>.
- Getting information about my IP's eligibility to work in the United States by:
 - Collecting the I-9 form and keeping it in my records.
 - For further information, contact the [Homeland Security USCIS I-9 Web Site LINK](#) or calling 1-888-464-4218.
- Verifying the hours my IP is billing DSHS by signing my IP's timesheets each month. My IP is responsible for giving me copies of the timesheets and my Case Manager may ask to see a sampling of these timesheets.
- Terminating my IP's services and choosing a different provider as needed.
- Arranging work schedules, locating a back-up IP as needed, and replacing an IP who resigns.
- Reporting my Personal Care participation payments to state and federal taxing agencies if I:
 - Receive my services through Home and Community Services or my local Area Agency on Aging (AAA), and
 - Employ an IP, and
 - Pay participation for my Personal Care services.
 - For tax information, contact the Internal Revenue Service at 1-800-829-1040 or the Washington State Department of Employment Security at 1-888-836-1900.

- Contacting my DSHS Case Manager if:
 - I have any concerns about my individual service plan or about the quality of the care that I am receiving from my IP.
 - I am not receiving the services for which my IP is billing.
 - I am not receiving the services authorized in my service plan.
 - I choose to change or add a provider.

DSHS is not responsible for withholding or paying income tax for my IP unless directed to do so by my IP. As the source of payment, DSHS is responsible for the withholding and payment of Social Security and Medicare taxes (FICA) and for the payment of federal and state unemployment taxes (FUTA/SUTA) unless the IP is my parent or my child who is between the ages of 18 and 21 years.

I have a right to an Administrative Hearing if DSHS terminates the contract with my IP.

I may utilize the services of the Home Care Referral Registry (HCRR) for assistance in locating a pre-screened, pre-qualified IP and for support to hire and keep Individual Providers. This service is available in most areas of the state. I may contact the HCRR by telephone at 1-800-970-5456 or I may access it at: <http://www.hcrr.wa.gov/>.

My provider must pass both a Washington State Patrol background check and a fingerprint based FBI background check.

As the employer of my Individual Provider I have two options:

1) I may provisionally hire my provider after the initial Washington state background check.

The initial state review checks (1) criminal conviction records through the Washington State Patrol, (2) records in the Washington State Court's database, and (3) findings in registries maintained by Washington state agencies. I may provisionally hire my IP for up to 120 days while I wait for the results of the national finger print based background check.

(OR)

2) I may instead wait until the national fingerprint based background check is completed before hiring my provider. The fingerprint based FBI check includes a check of criminal records in other states.

Before I hire an individual provider I will notify my case manager of my choice to hire provisionally or to wait for completion of the fingerprint based portion of check. If I hire my provider before the fingerprint based results come in and my provider is found to be disqualified based on the fingerprint based results, I understand that my provider's contract will be cancelled and no further payment will be made.

CLIENT / LEGAL REPRESENTATIVE'S SIGNATURE	DATE	CLIENT ID NUMBER

CLIENT / LEGAL REPRESENTATIVE'S PRINTED NAME