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INSTRUCTIONS FOR HIRING AN INDEPENDENT CONTRACTOR TO PROVIDE SERVICES

Self direction participants who want to hire an independent contractor to provide services must follow this process:

- 1. Participant contacts the independent contractor. The independent contractor is referred to as 'contractor'.
- 2. Participant explains the process of how the contractor will be paid:
 - The contractor will present an Invoice to Participant based on the Participant Independent Contractor Work Agreement;
 - Participant submits Invoice to the Fiscal Agent (FEA);
 - Fiscal Agent (FEA) sends Participant a check made out to the Contractor;
 - Participant gives check to Contractor.
 - Pay periods are as per schedule published by FEA.
- 3. Once the agency agrees to partner with participant, complete <u>Participant Independent Contractor Work Agreement.</u>
 - The Work Agreement must include total cost associated with the agreement.
 - As per the <u>Work Agreement</u>, the contractor must either complete a criminal history check or obtain a signed Waiver of the criminal history check from Participant.
- 4. The Support and Spending Plan must reflect the total cost of the Work Agreement.
 - <u>The Support and Spending Plan</u> must be authorized by the regional care manager.
- 5. Submit the *Participant Contractor Work Agreement* to the FEA.
- 6. The FEA will provide the Contractor with a <u>W-9 form</u> that must be completed by the contractor.

- 7. The contractor must provide participant and the agency with an Invoice detailing their work each pay period that they work.
 - Participant must validate the Invoice.
- 8. The participant submits the *Invoice* with a *Vendor Request for Payment* form to the FEA each pay period.
 - The *Invoice* can include more than one code and more than one rate of pay.
- 9. The FEA sends a check made out to Contractor to the Participant for the amount specified on the Request for Vendor Payment.
- 10. Participant gives check to Contractor.
- 11. Additional terms regarding the <u>Work Agreement</u> can be negotiated and added to the Agreement in the space provided.