



# IDAHO DEPARTMENT OF HEALTH & WELFARE

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## INSTRUCTIONS FOR HIRING AN AGENCY TO PROVIDE COMMUNITY SUPPORT

Self-direction participants who want to hire an agency to provide community support workers must follow this process:

1. Contact the agency that employs the community support workers (CSW) the participant wants to hire.
  - Ask the agency to partner with the participant so the participant can employ specific workers from the agency.
  - Explain to the agency that it is responsible for processing payroll and payroll taxes, and reporting income and taxes for the workers.
  - Explain to the agency that any community support workers the participant employs remain employees of the agency.
  - Present the agency or contractor with a copy of the "Participant – Agency/Community Support Worker Employment Agreement" for review. (See attached agreement.)
  - Explain to the agency that it is responsible for all tasks detailed in the employment agreement.
2. Once the agency agrees to partner with the participant, the employment agreement must be completed.
  - The employment agreement must include the total cost associated with the agreement.
  - According to the agreement, the community support workers must either complete a criminal history check or obtain a signed waiver of the criminal history check from the participant.
  - The verification number of the criminal history check must be included on the employment agreement or the signed waiver must be provided.
3. Make sure *The Support and Spending Plan* reflects the total cost of the employment agreement.
  - *The Support and Spending Plan* must be authorized by the regional care manager.
4. Submit the "Participant – Agency/ Community Support Worker Employment Agreement" to the fiscal employer agent (FEA).
5. **The FEA ensures that workers are not listed on the Medicaid Exclusion (from Medicaid payment) list.**

6. The community support workers must provide the participant and the agency with a time sheet detailing their work hours each pay period that they work.
  - The participant must validate and sign the time sheet.
  - The community support worker must submit the time sheet to the agency.
7. Each pay period, the agency must provide the participant with an invoice that matches the time sheet.
  - The participant must sign and date the invoice for it to be valid.
8. Each pay period, the participant must submit the invoice with a “Vendor Request for Payment” form to the FEA using the pay period chart the FEA has provided.
  - The invoice can include information on more than one worker, as long as time sheets have been signed.
  - The invoice can include different codes and different rates of pay for each worker.
9. The FEA will reimburse the agency the amount specified on the invoice.
10. The agency will pay the community support worker.

Additional terms regarding the employment agreement can be negotiated and added to the agreement in the space provided.