

JEFFERSON COUNTY HUMAN SERVICES

Policy Regarding Using Funding To Hire Private Home Care Providers

Alzheimer's Family Caregiver Support (AFCSP) National Family Caregiver Support (NFCSP)

PURPOSE

To ensure that care recipients receive high quality services by individuals of their choosing while at the same time ensuring that program funds are not being used to pay for caregivers who have a history of violent behavior, sexual abuse, financial exploitation, committing any other offense that would create an unacceptable risk of abuse or affect caregiver eligibility as defined by the State of Wisconsin under chapter 50.065 Wis. Stats., or would otherwise affect the ability of the caregiver to provide proper care.

POLICY

The Alzheimer's & National Family Caregiver Support Programs serve and support family caregivers by providing them with funding for respite services. The AFCSP & NFCSP program guidelines allow individuals to hire private providers, such as neighbors, other family members and friends who are people they know and trust. This policy outlines Jefferson County's procedures when an individual and/or family requests to use program funds to hire private providers as caregivers:

To ensure that an employer/employee relationship will not be created between Jefferson County and the private provider, the caregiver and/or care recipient shall be responsible for:

- Recruiting and hiring the private provider(s)
- Establishing an agreed upon work schedule
- Setting a rate NOT to exceed \$15/hour
- Reimbursing the provider
- Providing special training related to specific tasks
- Terminating the agreement

As a condition of using AFCSP or NFCSP funding, the caregiver shall complete a State of Wisconsin Department of Health Services Background Information Disclosure Form (F-82064) a.k.a. Criminal Background Check and submit the form to the Jefferson County Caregiver Program Coordinator. A Wisconsin Criminal History Record Request form will be submitted by Jefferson County to the Wisconsin Department of Justice, Division of Law Enforcement Services within 5 days following receipt, and if no issues are found, an authorization will be sent confirming that the caregiver is eligible for AFCSP/NFCSP funding to cover services up to a set amount. The cost of the criminal history record check shall be paid by the proposed caregiver and submitted along with the Background Information Disclosure Form.

The caregiver and/or care recipient and private provider shall then be responsible for:

- Recording work days, hours and agreed upon reimbursement on a timesheet that will be provided by the program
- Ensuring that the timesheet is complete, signed and dated by both the employer and employee
- Turning in the timesheet at the end of each month

Dated: _____

(applicant signature)

(print name)

DRAFT