



MORNING SUN

CHILDREN'S ATTENDANT CARE (SELF-DIRECTED) *

***Children's attendant care is a home-based service delivery model available to Medically Complex Children (MCC) waiver participants aged 1 to 21 years old with extraordinary care needs. (See terminology section on page 3)**

What are self-directed services?

Self-directed services allow the waiver participant or their designated representative to decide how needs will be met. The person can:

- Choose how and when services are provided;
- Hire, manage and direct their own children's attendant caregivers;
- Hire a children's attendant caregiver from their own network of family, friends, neighbors, and others who are known to them;
- Access people who are familiar with their own language, culture, and traditions; and
- Strengthen and maintain informal networks of community support.

What is the role of the waiver participant or their designated representative in self-directed children's attendant care?

The waiver participant or their designated representative is the employer of the children's attendant caregiver. If the waiver participant chooses, they may designate a representative to assist them and be the employer. The representative may be a family member or another person who knows the waiver participant well. The representative cannot be paid for their assistance or role as an employer.

What is the role of a managing employer (optional for minor employers)?

For payroll purposes, if a minor waiver participant is the employer and the parent of a minor waiver participant intends to be the children's attendant caregiver, the waiver participant's name will be recorded as the employer and the parent, also known as the managing employer, will sign the form as "parent of minor."

The person who is the employer, whether it is the waiver participant or their designated representative, does the following:

- Completes employer paperwork;
- Hires the children's attendant caregiver;
- Assists the children's attendant caregiver with all enrollment paperwork;
- Sets the children's attendant caregiver's schedule;
- Provides training on the waiver participant's preferences to the children's attendant caregiver;
- Ensures the children's attendant caregiver completes the job duties/tasks outlined on the

- children's attendant care service plan;
- Supervises the children's attendant caregiver;
- Confirms the children's attendant caregiver's time, when needed;
- Ensures the children's attendant caregiver does not work more than the number of approved hours; and
- Follows all necessary federal and state and employment laws.

A designated representative must:

- Show a strong personal commitment to the waiver participant;
- Show knowledge about the participant's preferences;
- Be willing and able to meet all program requirements; and
- Be at least 18 years old.

What is the role of the employee (children's attendant caregiver)?

Working for a person who directs their own services may be a new experience for your employee(s). This service is unique because the person receiving services, or their designated representative, is also the employer of the worker. As opposed to being hired, trained, scheduled, and assigned to an individual by an agency, the employee is chosen by the individual receiving services to work specifically with him/her. The employer selects the job responsibilities and duties from the service plan and makes sure that the employee (children's attendant caregiver) performs the selected tasks. One of the benefits of self-directed services is that it allows the person supported to hire people they know and with whom they feel comfortable. Perhaps the employee (children's attendant caregiver) is a family member, neighbor, friend, or other acquaintance. The employee (children's attendant caregiver) may be someone who has previously provided unpaid support and can now receive compensation. It is important to note that family members or other acquaintances are required to adhere to the same employment policies and procedures as all employees. The employee (children's attendant caregiver) may live with the participant, but it is not a requirement.

What is the Role of Morning Sun Financial Services?

Morning Sun Financial Services is the fiscal employer agent. As the fiscal employer agent, we provide support by processing payroll, including paying the employees' (children's attendant caregivers') wages, handling the payroll taxes, and processing employment related information. We will also provide the waiver participant or their representative with all the forms and information they need to become an employer and to manage their employees (children's attendant caregivers). We will assist the waiver participant or their representative through this process and answer any questions they may have.

The MCC waiver nurse case manager authorizes the waiver participant's services. The University of South Carolina – Center for Disability Resources Nurse (USC Nurse) will receive a referral from the MCC nurse case manager to begin initiating the enrollment process for the waiver participant's employees (children's attendant caregivers). To certify the children's attendant caregiver is qualified, the USC Nurse will complete an in-home visit with the waiver participant, parent (if applicable), the designated representative and the employees (children's attendant caregivers) and ensure all employment paperwork and copies of required training certificates (e.g. CPR, First Aid) are submitted. The MCC

waiver nurse case manager receives notification when all enrollment requirements are met, and billing training conducted by the Medicaid agency has been completed. Throughout the enrollment period the MCC waiver nurse case manager works in partnership with the waiver participant or their representative to ensure that the waiver participant's service needs are being met.

Terminology

- **Participant** – Person receiving services.
- **Designated Representative** – Person who is not the participant and will be the employer.
- **Employer** – Person who will be the Federal employer identification number (EIN) holder. This person CANNOT be the attendant/caregiver.
- **Managing Employer** - Person signing employer paperwork on behalf of the employer (if needed for a minor as the employer). This person CAN be the attendant/caregiver.
- **Attendant/Employee** - Person providing care services to participant. This person CANNOT be the EIN-holding employer.

See Page 4 for guidance on tax form completion:

****Information is intended to provide general tax form completion guidance. Please contact Morning Sun directly with your specific questions.**

Morning Sun Financial Services will provide this information in an alternative format upon request. Please contact the non-discrimination compliance coordinator at cherylv@morningsunfs.com or at 855-767-4871. For phone interpreters, contact 888-338-5514.

TAX FORM COMPLETION GUIDANCE FOR MCC WAIVER CHILDREN'S ATTENDANT CARE SERVICE **				
Age of MCC Participant	Employer	Employee/ Child's Attendant Caregiver	Document Names and Signatures <i>The FEIN-Holding Employer and Employee/Children's Attendant Caregiver signatures CANNOT be the same</i>	
Minor Participant (aged 1 to 17)	Option 1: EIN-holding employer is Minor Participant. Parent must be Managing Employer to sign Employer paperwork on behalf of Minor Employer.	Can be a parent who is also the Managing Employer , a different parent, or any approved adult.	<i>Employer Name and Signature:</i> Minor's legal name is used in paperwork; The Managing Employer's name is printed & signed on bottom of Employer documents.	<i>Employee Name and Signature:</i> Employee's legal name is used throughout paperwork.
Minor Participant (aged 1 to 17)	Option 2: EIN-holding employer is any approved parent/adult. No Managing Employer needed.	Can be parent or any approved adult EXCEPT the person identified as the EIN-holding Employer.	<i>Employer Name and Signature:</i> EIN-holding Employer's legal name and signature throughout paperwork	<i>Employee Name and Signature:</i> Employee's legal name and signature throughout paperwork
18+ Participant	EIN-holding employer can be any approved adult including the participant, the participant's parent, grandparent, friend of the family, etc. No Managing Employer is needed.	Can be any approved adult EXCEPT the individual identified as the EIN-holding employer. If one parent is the EIN-holding employer, another parent may be the employee.	<i>Employer Name and Signature:</i> Employer's legal name and signature should be used throughout the entire Employer packet. *If someone is signing on behalf of an Employer who is over 18, guardianship documentation granting legal authority to do so is required.	<i>Employee Name and Signature:</i> Employee's legal name and signature should be used throughout employee packet.