



TIPS ON HIRING RESPITE PROVIDERS



Hiring workers for in-home care on your own usually costs less than using an agency due to their costs for doing business. But, there are some things to think about if you are the actual employer. You will need a back-up plan in case the worker gets sick. You will have to find, interview and screen them, train them, and hire and fire, if necessary. You will have to negotiate their hourly pay. As the employer of record you will be liable if they are hurt at your home. You can get a rider on your homeowners insurance policy, but that will add to your overall costs. You can find more information about this at <http://scaccess.communityos.org/cms/node/25>.

You will need to get the INS-9 form completed confirming the worker's citizenship status, and are encouraged to file a W-2 at the end of the year stating how much you paid. If you pay the person \$600 or more in a year, you must register with the IRS as an employer. Some IRS web resource articles that may help you:

http://www.ehow.com/topic_584_irs-form.html
<http://www.irs.gov/businesses/small/article/0,,id=206004,00.html>
<http://www.irs.gov/businesses/small/selfemployed/index.html>

WHERE TO LOOK AND HOW TO FIND A WORKER:

- Qualified family members (who live outside the Care Receiver's Home)
- Friends, neighbors may be interested or know someone who is
- Local churches and pastors may be good sources.
- Local senior center or nearby technical or other college may post information about qualified people.
- www.scaccesshelp.org (S.C. Lt. Governor's website) Personal Care worker list by county
- www.care.com - you will have to pay the monthly fee if you want the contact information.

HOW TO SCREEN SOMEONE:

- Ask for references (former employers and clients, not just their friends or church members) and call them.
- Verify their credentials (see the current date on their license, if they say they are licensed)
- Ask for their SLED (SC Law Enforcement Department screening) or ask them to get one if it's old.
- If they have lived in another state, ask them for a current law enforcement paper from there too.
- Meet them face to face, ask specific questions about their experience and be clear about the job duties.
- Introduce them to your loved one and see how they get along.

TRAINING: take time to show them how to care for your loved one. Helpful forms might be some of the pages of the "What You Need to Know About Me" or the Family Connection notebooks at www.screstitecoalition.org.

BUSINESS MATTERS TO DISCUSS:

- Agree on rate of pay per hour or by the job. Agree on the schedule.
- Make sure they understand that you will not withhold taxes or social security (unless you have paid over \$600 and have become an IRS employer) and that there is no workman's or unemployment compensation.
- Let them know if you plan to file a W-2 form or 1099 form for them.

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