

CATHOLIC CHARITIES

**SELF-DIRECTED
HOME CARE SERVICES**

HOW TO
Pay Your Home Helper



888-477-2263

PAYING YOUR HOME HELPER

- First, discuss the arrangements for payment with your Home Helper:
 - How often they will be paid
 - How much they will be paid
- You obligated to pay the Home Helper a minimum of \$13 per hour. The total for the month would be \$104 for 8 hours and \$130 for 10 hours.
- **If you have a co-pay**, you will be responsible to pay your Home Helper \$5 per hour, in addition to the reimbursement which Catholic Charities provides for the workers' hours.
- **If you are eligible for the co-pay waiver**, you will be responsible to pay your Home Helper the full reimbursement which Catholic Charities provides for the worker's hours.
- You may pay your Home Helper more than \$13 per hour, but Catholic Charities will only reimburse \$13 per hour.
- **It is essential to keep a record of payments to avoid disagreements between you and your Home Helper. Use your calendar to record date and amount paid.**
- Catholic Charities will give you a form so that your Home Helper can keep track, too.
- **Make sure to send in the timesheets every two weeks, so that you receive the check or direct deposit to pay your Home Helper.**
- A yearly payment/check schedule will be sent to you.

CONFIDENTIALITY

Due to Federal Law (HIPPA), your information and account with CCME are private and strictly CONFIDENTIAL. We are not at liberty to discuss your account, including timesheet information, with anyone else without your permission.

However, you will be asked to sign a Release of Information, so that your worker can report to us if you are out of your home for an extended period of time, i.e. in the hospital, or if you need more help than they are able to provide.

TAX/LEGAL ISSUES

- The reimbursement payments ISS sends are to cover what you are obligated to pass on to your Home Helper and not for personal income. Please use this information when declaring taxable income or qualifying for other services.
- Catholic Charities Maine cannot advise you or your Home Helper on tax issues. If either of you have tax questions, you should consult your local IRS office or various offices that provide volunteers to assist with tax information or an attorney.
- Catholic Charities Maine has no responsibility for any injuries your Home Helper might get while providing services for you in your home.
- Catholic Charities Maine assumes no liability for any items damaged or taken from your home by your Home Helper. You should take precautions to protect yourself from fraud. The best preventative for this is in the selection process through careful screening, reference checks and background checks.

