

**West Virginia Personal Options
Aged and Disabled Waiver Program
Medicaid Direct Service Worker Agreement**

This agreement outlines the terms and conditions of providing services for a *Personal Options* participant(s). The parties to this agreement are: The West Virginia Department of Health and Human Resources - Bureau for Medical Services (WVDHHR-BMS); Public Partnerships, LLC (PPL); and the Direct Service Worker (Employee)

Direct Service Worker Responsibilities

The Direct Service Worker agrees to:

1. Adhere to policies and procedures of the West Virginia Aged and Disabled Waiver and Personal Options, including meeting the minimum requirements for employment;
2. Provide services for payment only after approved by PPL, provide only services authorized in the participant's approved spending plan, and maintain and submit accurate and timely timesheets, invoices, and documentation to PPL for services and activities performed;
3. Report changes in participant conditions (including hospitalizations and reasons for discontinuation of services such as placement in a rehabilitation facility or nursing home), and report allegations or suspicion of abuse, neglect, and exploitation as required by applicable laws and regulations;
4. Authorize PPL to withhold Federal and State taxes and legal obligations, accept payment from PPL as payment in full for services rendered and not request or require additional payment from the participant, and refund PPL in full in the event of over-payment for services rendered.

Acknowledgements

Direct Service Worker understands and acknowledges that employment is with the participant, and not the WVDHHR – BMS or PPL. No principal-agent or employer-employee relationship is contemplated or created with the State of West Virginia or PPL by this agreement or by provision of services. The direct service worker shall not be eligible to participate in any benefit program provided by WVDHHR or PPL. To the extent allowed by law the provider agrees to hold harmless, release and forever discharge the State of West Virginia and PPL from any claims and/or damages that might arise out of any actions or omissions by the direct service worker.

Signatures

Direct Service Worker

Date

Public Partnerships, LLC

Date

Note: PPL is signing this agreement as the sub-agent to the WV DHHR - BMS, which serves as the government fiscal/employer agent.