



Program Policies

Worker Qualifications

The worker you hire has certain qualification requirements that they must meet before being able to provide services to you.

- Worker must be at least 18 years old.
- All workers must pass a Level 2 background screening (fingerprinting) before they may begin providing services.
- Your workers should be trained in Universal Precautions and HIPAA Privacy Standards.
- If required by your case manager, your worker must be certified in CPR and First Aid.
- If you are using a representative to assist you with your responsibilities as the employer, your representative is not eligible to provide services to you as a worker.
- For those workers hired to perform nursing services in either Attendant Nursing Care or Intermittent and Skilled Nursing, they must also submit proof of either:
 - Registered Nursing License; in accordance with Chapter 464 F.S.
 - Licensed Practical Nursing License; in accordance with Chapter 464 F.S.

Getting your Worker Paid

Payments are made directly to your worker. The Participant Direction Option (PDO) service option does not issue paper checks. All payments will be made via direct deposit. Your worker has the choice of direct deposit into their bank account (checking or savings) or debit card.

- Worker may not work more than 40 hours per week.
- Two workers may not provide service to you simultaneously (e.g., both Mark and Anna may not provide service to you from 3pm – 5pm on the same date).
- A worker may not provide service to two participants at the same time (e.g., Anna cannot work for both Sandy and Elizabeth from 4pm – 6pm on the same date).
- No timesheet shall be paid out for a date worked that is over 365 days old.