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Children with Special Health Needs [tty] 802-865-1325  
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**This information is important. If you need help understanding it, call 1-800-660-4427.**  
**Ces informations sont importantes. Si vous avez besoin d'aide pour les comprendre, appelez le 1-800-660-4427.**  
**Esta información es importante. Si usted necesita ayuda para comprenderla, llame al 1-800-660-4427**  
**Ova informacija je važno. Ako vam je potrebna pomoć razumijevanja, nazovite 1-800-660-4427**  
**Maelezo haya ni muhimu. Ikiwa unahitaji msaada wa kuyafahamu, piga simu 1-800-660-4427.**

ဤသတင်းအချက်အလက်မှာ အလွန်အရေးကြီးပါသည်။ အကယ်၍ နားလည်ရန် အကူအညီလိုပါက 1-800-660-4427  
သို့ ဖုန်းဆက်ခေါ်ပါ။

यो जानकारी महत्वपूर्ण छ। यदि तपाईंलाई यो बुझ्न सहयोग चाहिएमा, 1-800-660-4427 मा कल गर्नुहोस्।

**To:** Children's Personal Care Services Employers  
**From:** Children's Personal Care Services Program  
**Date:** August 7, 2019  
**Re:** Temporary Program Guidelines

Children's Personal Care Services (CPCS) is in the process of updating its program guidelines to ensure families are provided with clear information describing how the benefit is intended to be used. In the meantime, please see below for some important reminders. This is not a complete list of program rules. Contact information for CPCS staff is available at the end of this document, so please call or email us with any questions.

- Covered Services:** CPCS is a medically necessary service for children who cannot perform age-appropriate activities of daily living, due to a long-term health condition. CPCS cannot be provided to an individual who is a resident of a hospital, nursing facility, or intermediate care facility. CPCS is intended to provide **direct care** to the eligible individual only. This support can occur in the home or in the community, but it is limited to **one-on-one care**. Employers cannot hire an employee to care for multiple children at the same time and multiple employees cannot provide care to the same child at the same time.
- ARIS Solutions** is the payroll agent for the CPCS program. They assist with **enrolling parents and caregivers as employers**, as well as with the enrollment process for personal care attendants hired by individual employers. ARIS staff are available to provide assistance with timesheets, employee enrollment, questions about remaining CPCS funds, and pay schedules. ARIS can be reached by calling 800-798-1658 or online at [www.arissolutions.org](http://www.arissolutions.org).
- Managing a CPCS budget:** Personal Care allocations are granted in 6-month increments, either for 1-year or 3-year totals. If all the funds in a 6-month increment are used prior to the end date, employers must wait until the next 6-month period begins to access funds from the next increment. It is important to know the amount of money remaining because employers are responsible for paying employees for hours worked, even if there are no remaining CPCS funds.

4. **Employees:** Once a parent or primary caregiver enrolls as an employer, they can choose who they want to provide care to the eligible child. However, some restrictions apply. Individual employees must:
  - a. Be at least 18 years old,
  - b. Fill out the ARIS New Employee Enrollment Paperwork, including the **background check** information
  - c. Pass the background checks **before** they can begin working

An employee can only provide **one-on-one care** to the identified child and not more than one child at a time.

A personal care worker **may not be** a biological or adoptive parent, guardian, shared living provider, foster parent, stepparent, domestic/civil union partner of the child's primary caregiver, or a relative serving in the primary caregiver capacity.

5. **Wages:** CPCS allocations are based on a wage of \$13.74 per hour, but employers have flexibility to set a wage between \$11.55 and \$15.00 per hour. It is important to understand that **if the hourly wage is over \$13.74, the child will receive fewer hours of service over the 6-month period.**

**Taxes:** There is a payroll tax added onto the hourly wage employers pay employees. It includes FICA, Workers' Compensation, Sick Leave, and Unemployment Insurance. ARIS will report these taxes to the IRS for you. 6-month allocations include sufficient funds to cover the tax if the hourly wage remains at \$13.74.

6. **Variations:** Employers can request a variance for CPCS to waive certain restrictions. Variations can be granted to allow payment of hourly wages above \$15, to hire an employee between 16 – 18 years old, and to waive certain background check findings. Please contact CPCS program staff at the number below to ask about the variance request process.
7. **Medicaid Fraud:** Medicaid Fraud is a federal offense. Penalties can include fines, imprisonment, or both. For CPCS, fraud might involve falsifying timesheets, attempting to pay an ineligible employee, filing claims for services not provided, lying about a disability or health condition to get services, or attempting to pay an individual provider for the care of multiple children at a time.

This is not an exhaustive list. CPCS will issue a new set of comprehensive program guidelines in the coming months. In the meantime, please call us with any questions!

Phone: 800-660-4427 or 802-863-7338

Email: [AHS.VDHChildrensPersonalCareSvs@vermont.gov](mailto:AHS.VDHChildrensPersonalCareSvs@vermont.gov)