Fiscal Intermediary – Participant Responsibilities

Participant Name	
Participant MID # _	
Agency Name	

Description of Task/Activity	Primary Responsibility			Comments
	Participant	FI Agency	Shared	
1. Advertise for open personal assistant position and recruit prospective assistants	[]	[]	[]	
Obtain required applications from prospective assistants Screen, determine	[]	[]	[]	
qualifications, interview prospective assistants	[]	[]	[]	
4. Obtain criminal background check	N/A	[]	N/A	
5. Check prospective assistants references, if needed6. Hire assistant as a legal	[]	[]	[]	
employee	N/A	[]	N/A	
7. Select the assistant	[]	[]	[]	
8. Prepare paychecks pay required taxes, unemployment insurance and other payroll duties required by federal and state, and local regulation	N/A	[]	N/A	
9. Training on confidentiality and participant rights	N/A	[]	N/A	
10. Complete the NSA in accordance with the UAI	[]	[]	[]	
11. Orient and train assistant on homemaker and personal care services activities	[]	[]	[]	
12. Orient assistant to NSA and documentation requirements	[]	[]	[]	
13. Supervise the assistant in the day-to-day performance/duties/activities	[]	[]	N/A	
14. Dismiss the assistant	[]	[]	[]	
15. Arrange for back-up assistants in case of illness, vacation, or other unexpected absences	[]	[]	[]	

16.		[]	[]	[]	
17.		[]	[]	[]	
18.		[]	[]	[]	
determ	rstand that failure to onlining the continued approgram.				
	Participant Signature			Date	
	Signature of Legal Re	presentative or D	Designee	Date	
	Representative/Desig	nee Address			
	Representative Teleph	one Number			
	(If applicable) Particip	oant is unable to	sign this document b	oecause	

Date

Signature Agency Representative