AX CA ESSENTIAL RECORDS

DIVISION: (Required Field)	Program and Policy
DOCUMENT TYPE: (Required Field)	Manual
MEDIA:	**Select Media**
TOPIC: (Required Field)	Manual Revision
DOCUMENT TITLE:	Manual G Chapter: 72
DOCUMENT DATE/RANGE: (Required Field)	
DAN NUMBER:	**Select DAN Number**
RESTRICTED OR LITIGATION HOLD:	**Select Restricted or Litigation Hold**
NOTES:	

DO NOT MAKE PHOTO COPIES OF THIS!
(Always print copies directly from this electronic document)

00000005000

06/06/2017

CHAPTER 72 - CHORE SERVICES

72.10 Definition

72.14 Eligibility

72.20 Goals

72.38 Activities to Accomplish this Service to Meet any of the Above Goals

72.42 Purpose and use of Chore Services

72.44 General Procedures in Providing Chore Services

CHAPTER 72 - CHORE SERVICES

1400 - Program Code from SSRS

72.10 DEFINITION (WAC 388-15-210)

Chore services means services in performing light work, household tasks or personal care which eligible persons are unable to do for themselves because of frailty or other conditions. Examples of chore services are assistance in keeping client and home neat and clean, preparation of meals, help in shopping, lawn care, simple household repairs, running errands, wood chopping, and other tasks as required.

72.14 ELIGIBILITY

Individuals eligible for chore services are recipients of Aid to Families with Dependent Children, individuals whose needs are taken into account in determining the needs of AFDC recipients, recipients of SSI or state supplementation and recipients of Medicaid and other individuals whose gross family income for two or more people does not exceed 50% and for one person does not exceed 57% of the state median gross income for a family of four, adjusted for family size. See Chapter 10.08.

72.20 GOALS

Chore services may be provided to meet the following goals; however, only one goal may be pursued at any one time. Goals may be changed at any appropriate time, and the goal change reflected in a revision of the DSHS 14-140(X), Primary Recipient Form. It also may be necessary to revise the DSHS 14-141(X), Social Services Record, to change or add services provided. (See Chapter 99.)

1. ACHIEVING OR MAINTAINING SELF SUFFICIENCY

   That is, providing chore services to enable individuals and families to achieve or regain a greater ability to depend on themselves, care for their children, or gain or regain a higher level of self sufficiency.

2. PREVENTING OR REMEDYING NEGLECT, ABUSE OR EXPLOITATION

   That is, providing chore services, possibly as an adjunct to homemaker service, to protect the individual or family from unsafe or unsanitary conditions in the home.

3. PREVENTING OR REDUCING INAPPROPRIATE INSTITUTIONAL CARE

   That is, providing chore services to assist individuals in maintaining themselves in their own homes and avoiding or deferring the necessity of their entering an institution.

72.38 ACTIVITIES TO ACCOMPLISH THIS SERVICE TO MEET ANY OF THE ABOVE GOALS ARE AS FOLLOWS:

1. Determining with client that chore services are appropriate to maintain the client in the home or assist the client with self care.

2. Agreeing with client on amount of service needed and cost.

3. Helping client find chore service provider when necessary.

4. Conferring with both client and chore service worker on hours, charges and duties to be performed.

5. Conferring with nursing care consultant, as indicated, where health problems exist and chore service need is extensive.

6. Referring to financial for authorization of payment.

7. Arranging for protective payment of chore services when necessary.

8. Redetermining need for chore services as required.

9. Agreeing with client on changes in chore service need.

10. Notifying financial section of initial approval and payment changes.

11. Explaining and teaching use of appropriate quarterly reports to IRS and W2 forms.

12. Collateral contacts with relatives when indicated and appropriate.

72.42 PURPOSE AND USE OF CHORE SERVICES

1. The objective of making chore services available as a service is to help persons remain in their own homes, in closer contact with the community, and prevent mental and physical deterioration they might otherwise suffer.

2. Chore services includes the provision of household and personal care as needed to give attention and protection for the client's safety and well being.

3. Chore service for families with minor children means service primarily concerned with the performance of household tasks and the physical care of small children where required. Housekeeping services do not include the assumption of parental duties normally associated with the direction and management of children.

4. Chore services for families is provided when the normal caretaker of the children:

a. Is in the home (except for a temporary period) and retains responsibility for direction and management of the children, but

b. Is physically unable to perform the necessary household services and/or physical care of children without assistance.

72.44 GENERAL PROCEDURES IN PROVIDING CHORE SERVICES

Chore service may be provided when the service worker determines in consultation with the nursing care consultant when indicated, that the eligible person:

1. Needs the services to accomplish one of the service goals and,

2. Cannot receive needed service without cost.

The service worker should consider the individual needs and desires of the client insofar as possible. Other alternate care resources such as homemaker, home health aide, volunteer service, home delivered meals, which might meet his needs, will be considered. The service worker will also consider if such srevices can be obtained without cost from relatives or friends.

1. The service worker will discuss the decision about providing the service requested with the elgible person. If the individual has not found someone to do the work the service worker will assist him in finding a chore service provider.

2. The eligible person, chore service employee, and service worker will discuss and reach agreement on services to be provided, rate of pay, hours, days, weeks or a full month to be worked, reporting of pay for social security tax purposes, and any other appropriate areas.

3. Payment may be made to a spouse, father, mother, son or daughter when he or she has to give up paid employment to give this service, or would need to take paid employment, or receive general assistance to meet his own financial need. This rule shall also apply to a father-in-law, mother-in-law, son-in-law and daughter-in-law.

4. The DSHS 14-139(X) is used to determine the eligibility of non-recipients of financial assistance for Chore Services. As Chore Services is a service payment rather than an assistance payment, no DSHS 14-01(X); Application for Assistance is required unless the client also requests medical and/or financial assistance.

5. When need and eligibility for chore service have been determined and the amount agreed on, the service worker will use the DSHS 15-50 to notify financial who will make the payment. Payment for chore services is a state payment made in a separate check for beneficiaries of SSI, an award letter, DSHS 7-29 will be sent to the eligible person.

6. The service worker shall authorize the chore service, and have the ongoing responsibility to supervise the quality of care being given, as well as to determine the continuing need for such care.

7. In cases where medical problems and/or the taking of medications are involved, medical information and consultation with the nursing care consultant are essential to assure the level of personal service is adequate to meet the client's health needs.

8. Continuing need for chore service must be re-established by casework contact at least every 90 days, except that when there is little likelihood of a change, contact shall be made at least every six months.

9. Standards for payment of cost - FICA Tax:

   a. The monthly standard for chore service shall be the actual cost (including FICA Tax when applicable) but not to exceed the prevailing community rate.

   b. The monthly standard for chore service payment to the spouse of an incapacititated potential recipient of SSI shall not exceed the amount of her requirements if she were eligible for a continuing general assistance grant.

   c. Payment is made to the elgibile person who hires and pays the employee providing chore services. Payment will normally be a prepayment, but when circumstances require, postpayment may be made. (See Manual F, Section 45.20.)

   d. In case of employer's death prior to employee being paid, disbursing order vendor payment may be made.

   e. Before a postpayment is authorized the eligible person shall provide the ESSO with a statement DSHS 15-51 signed by him and the service provider showing the hours or the days worked, and what is to be included in the payment. When prepayment is made, the statement regarding these items must be submitted after payment to the employee before the next authorization may be made, after the initial month.

   f. When the eligible person provides meals, or a "live-in" arrangement as part of the case plan, the expense is computed as follows:

      (1) For meals only, the allowance shall be $46 prorated for the number of days worked in a month.

      (2) In a "live-in" situation, the allowance including food, utilities, household supplies, and fuel shall be $51 per month prorated for the number of days this living arrangement was provided.

g. The employer's share of FICA Tax payable on the cash wages earned by the person giving the service is a requirement when cash wages are $50 or more per calendar quarter and the employee is not the recipient'S spouse, parent or child under 18 years of age. The award letter, DSHS 7-29 will advise the employer concerning the amounts included and payable. Meals or room furnished as compensation for services are not subject to FICA Tax. The employer shall be advised of his responsibility to collect the employee's contribution and assisted if necessary, in making the tax return to Internal Revenue Service and completing the yearly IRS W-2 form. (For Protective Payment of chore services see Section 38.10.)

The DSHS 15-50(X) is to be used by:

1. The services worker, who determines the eligibility and transmits the information to the Financial Service Technician.

2. The FST utilizes the information to complete the payment authorization on the appropriate forms.

The form continues to be effective until:

1. Circumstances change, or

2. A review is due, at which time a new form must be completed.

AUTHORIZATION FOR CHORE SERVICES

ESSO: _____

CLIENT NAME: _____ COMPLETE CASE NO.: _____
(PROGRAM CODE FOR INCOME ELIGIBLE CASES IS L)

ADDRESS: _____

CHECK CHORE SERVICES PROVIDED

- ☐ Personal care
- ☐ Household Cleaning
- ☐ Preparation of meals
- ☐ Other - specify _____
- ☐ Help with shopping
- ☐ Simple household repairs
- ☐ Running errands
- ☐ Chopping wood
- ☐ Lawn Care

REASON AND PLAN FOR SERVICES - COMMENTS:

(1) Number of hours _____, or days _____, or weeks _____, or full month _____ services are authorized.

(2) Cost per hour _____, or day _____, or week _____, or full month _____.

(3) Meals and shelter provided (check one) ☐ yes ☐ no If yes, number days provided: _____

(4) Meals provided (check one) ☐ yes ☐ no If yes, number days provided: _____

(5) This is ☐ post-payment, or ☐ pre-payment (Check one)

EMPLOYEE NAME: _____ TELEPHONE: _____

ADDRESS OF EMPLOYEE: _____

SERVICE ELIGIBILITY DETERMINATION (TITLE XX)

(a) Basis of eligibility:
- ☐ Beneficiary of SSI
- ☐ Recipient of AFDC
- ☐ Former or Potential Phased In
- ☐ Individuals whose needs considered for AFDC
- ☐ Income Eligible

(b) Service needed so eligible person may remain in his own home? ☐ yes ☐ no

(c) Service available without cost? ☐ yes ☐ no

(d) Is employee related to employer? ☐ yes ☐ no; if yes, state relationship _____
If yes, are conditions in Manual G, 38.18 (2) satisfied? ☐ yes ☐ no

SERVICE AUTHORIZED BY SERVICE WORKER: _____ _____
(Signature) (Date)

DSHS 15-50(X) Rev. 11-75
15PA50 8-71