Do Not Hire — Agency Option (AO) and Service Responsibility Option (SRO)

If unmet need exists, determine:

Has the person abused, neglected or exploited the individual or others?

- Yes → DO NOT HIRE!
- No →

Does the person performing the task(s) need relief from performing the task(s) and the authorization is based on that support?

- Yes → DO NOT HIRE!
- No →

Is the person the legal or foster parent of a minor child receiving Primary Home Care (PHC) or Community Attendant Services (CAS)?

- Yes → DO NOT HIRE!
- No →

Is the person the spouse of a PHC or CAS individual? N/A for Foster Care (FC)

- Yes → DO NOT HIRE!
- No →

(continued on page 2)
Does the person voluntarily assist with task(s)?

Yes

Will person continue voluntary support?

No

Can the case manager obtain verification that the person quit employment within 30 days before or after the application date?

Yes

DO NOT HIRE for task(s) the person currently performs.

CONTINUE for other tasks.

No

CONTINUE

Does the available person provide inadequate care and the issue has not been resolved with the provider?

Yes

DO NOT HIRE!

No

Is the person under 18 years of age?

Yes

DO NOT HIRE!

No

OKAY TO HIRE
Do Not Hire — Consumer Directed Services (CDS) Option

If unmet need exists, determine:

Has the person abused, neglected or exploited the individual or others?  
Yes \[\Rightarrow DO NOT HIRE!\]

No

Does the person performing the task(s) need relief from performing the task(s) and the authorization is based on that support?  
Yes \[\Rightarrow DO NOT HIRE!\]

No

Is the person the legal or foster parent of a minor child receiving PHC or CAS?  
Yes \[\Rightarrow DO NOT HIRE!\]

No

Is the person the spouse of a PHC or CAS individual? (N/A for FC)  
Yes \[\Rightarrow DO NOT HIRE!\]

No

(continued on page 4)
Does the person voluntarily assist with the task(s)?

Yes → Will the person continue voluntary support?

No → Can the case manager obtain verification that the person quit employment within 30 days before or after the application date?

Yes → CONTINUE

No → DO NOT HIRE for task(s) the person currently performs. CONTINUE for other tasks.

CONTINUE

No → Does the available person provide inadequate care?

Yes → DO NOT HIRE!

No → Is the person under 18 years of age?

Yes → DO NOT HIRE!

No → CONTINUE

(continued on page 5)
(continued from page 4)

Is the person the employer of record (EOR)?

- Yes → DO NOT HIRE!
- No

Is the person the spouse of the EOR?

- Yes → DO NOT HIRE!
- No

Is the person the legal guardian?

- Yes → DO NOT HIRE!
- No

Is the person the spouse of the legal guardian?

- Yes → DO NOT HIRE!
- No

Is the person the Designated Responsible Party?

- Yes → DO NOT HIRE!
- No

(continued on page 6)
(continued from page 5)

Is the person the spouse of the Designated Responsible Party?

Yes → DO NOT HIRE!

No →

Does the person have Power of Attorney for the individual?

Yes → DO NOT HIRE!

No →

Is the person the spouse of someone with Power of Attorney for the individual?

Yes → DO NOT HIRE!

No →

Is the person capable of performing assigned tasks?

Yes → Has a criminal history check been completed and passed?

Yes → OKAY TO HIRE!

No → DO NOT HIRE!