

### **Family Selected Provider Process**

- Family identifies a provider for respite care services.
- Family completes the **Waiver of Training for Family Selected Providers**. Both the family and provider signs this form and sends it to NEON.
- The family-selected provider completes the **W-9 form** and sends page 1 to NEON.
  - Family-selected providers operate as independent contractors. No taxes are withheld from earnings. Earnings are reported to the IRS through a 1099 form **if a provider has made \$600 or more**. A copy of that form is sent to the provider yearly for use in filing an income tax return.
- The family-selected provider completes the **Direct Deposit Enrollment Form** and returns it to NEON. This is required, as the Family Support Services program no longer produces paper checks for services provided.
- All providers must be at least 18 years old, cannot live in the same house as the person receiving respite services, and cannot be the biological parent of the person receiving services.
- The family and provider will negotiate all unit rates. An hourly rate is used for services provided up to 10 hours a day and is not to exceed \$17.80 per hour. If services are provided for more than 11 hours consecutively, the daily rate is used. It is not to exceed \$95 a day. The negotiated rates are to be identified on the respite invoice.
- The family and family-selected provider must complete the **Family Support Program Invoice** upon completion of the service. Both the identified family member and the provider must sign the invoice.
- NEON will not be responsible for payment of invoices that would exceed the family's program allowance. Explanation of Benefits (EOB) will be sent to the family each month identifying available funds. It is the family's responsibility to be aware of remaining available funds.