

Family Selected Provider Process

- Family identifies a provider for respite care services.
- Family completes the *Waiver of Training for Family Selected Providers*. This form is sent to NEON.
- The family selected provider completes the *W-9 packet* and sends page 1 to NEON along with a copy of their Driver's License and Social Security Card.
 - Family selected providers operate as independent contractors. No taxes are withheld from earnings. Earnings are reported to the IRS through a 1099 form. A copy of that form is sent to the provider yearly for use in filing an income tax return.
- All providers must be 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.
- Family will negotiate an hourly rate for the services provided. They can also negotiate a daily rate if services are provided for more than 11 hours at one time. Hourly rates are not to exceed 16.60 per hour and daily rates are not to exceed 95.00. The negotiated unit rates are to be identified on the respite invoice.
- The family and family selected provider must complete the *Family Support Service Invoice* upon completion of the service. Both the identified family member and the provider must sign the invoice. Please do not submit invoices until the total due is at least \$35.00.
- NEON will not be responsible for payment of invoices that would exceed the family's program allowance. Quarterly statements will be sent to the family identifying available funds and it is the family's responsibility to be aware of available funds.