When will Consumer Direction Services Start?

- When will your worker start working? How will you know?
 - When CDTN has received and processed all the member's paperwork, all the worker(s)
 paperwork, the worker(s) background check has come back as passed, and FA/CPR certs have
 been received; CDTN sends notice to the MCO that the member is ready to being services.
 - The MCO will then give an authorized date for services to start.
 - o Your Support Broker will call you and your worker with this start date.
- What's your worker's schedule?
 - You have recommended number hours of care per week based on the Person Centered Support Plan. As the employer, you can determine when your worker works based on your needs and the amount of hours authorized on your plan of care.
- How will your worker be paid?
 - o Payroll is bi-weekly, please reference payroll calendar
 - CDTN must have valid authorizations from the MCO and an approved timesheet from the employer in order to pay the worker
 - Timesheets are completed using CDTN's Electronic Visit Verification technology called CareAttend

Employer of Record (EOR) Forms

Becoming an Employer of Record

- What does it mean to be an Employer of Record?
 - O You employ your workers (CDTN does not employ them).
 - O Serve as employer (set schedule, assign job duties, review and approve timesheets).
- How do I become an Employer of Record?
 - IRS and state forms (following slides).
- What if I already have an Employer Identification Number?
 - O You will need to select someone else to be the Employer of Record.
 - o Or if your EIN is not being used, SB can provide direction for contacting IRS.
- Can someone else be Employer of Record for me?
 - o Yes.
- Will this effect my personal income taxes?
 - o No.

Employer of Record Documents ... IRS Form SS-4

- This is a one-page form. You are asked to review, sign, and date the form.
- This form tells the IRS that you are going to be an employer. After CDTN submits this form, the IRS will assign you an Federal Employer Identification Number. This is what the IRS uses to identify employers when filing tax returns and depositing withholding taxes.
- We have entered CDTN's address in lines 4a and 4b so that IRS paperwork relating to this program will not be sent to your home. It will be sent to CDTN instead.

Silver.	3	D=4 (Fit bar 2012) 9	pplication for r use by employers, o wemment agencies, i	corporations, inclan tribal o	partnerships, entities, certain	trusts,	estates, chun uais, and oth	ches, ers.)	OMEI No. 1545-0000
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6		Missoula, MT 5							
8	6	County and state v	rhere principal busines	s is located					
F	7a	Name of responsib				1-	SSN, ITIN, or		
	/4	reame or responsi	so party			10	oon, IIIN, Or	EIN	
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		Other (specify) > 1				1			
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13			loyees expected in the	next 12 mon	ths (antar -o- If		annually inst	ead of Fo	orms 941 quarterly, check here.
	none	none). If no employees expected, skip line 14.					(Your employment tax liability generally will be \$1,000		
		Agricultural Household Other				or less if you expect to pay \$5,000 or less in total wages If you don't check this box, you must file Form 941 for			to pay \$6,000 or less in total wages.)
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15	First	date wages or an	nulties were paid (mo	nth, day, yea	r). Note: If app	dicant is			enter date income will first be paid t
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_			Vanufacturing				(specify) ►		
17			merchandise sold, spe	ecimo constru	cuon work don	, produ	es produced,	or servic	es provided.
18	Has		shown on line 1 ever a	annilod for an	d recolued on 5	1N2	Yes 5	No	
10		me applicant entry as," write provious		appear or an	a received dil b	arer	140	NO	
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Thir	rd	Designee's na					,		Designee's bisphone number (include area cod
Part		Mikayla Bri							406-532-8502 ext. 8
Des	ignee		Address and ZIP code						Designee's fax number (include area code
			100 Consumer Direct Way, Suite 304, Missoula, MT 59808					406-532-8588	
Under posalities of porjuny, I declare that I have examined this application, and to the best of my knowledge and belief, it is true,						belef, file t	us, comed, and co	mplets.	Applicant's telephone number (include area cod
hole	e and t	lie (type or print clear	VI P		Hon	ne Care	Service Rec	ipient	
									Applicant's fax number (Include area code
Name Signs	duro F		ork Reduction Act No	_		Dato⊁		No. 16055	N Form \$S-4 (Rev. 12-201

Employer of Record Documents ... IRS Form 2678

- This is a 1-page form. You are asked to sign and date the form in the boxes below boxes 9 and 10.
- This form tells the IRS that you are giving CDTN permission to complete tax processes on your behalf for this program.
- This form only allows us to withhold taxes from your employee's paychecks and deposit those taxes with the IRS. It does not allow CDTN access to any of your personal income tax information.

Form 2678 Empl	loyer/Payer Appoint	ment of Agent			OMB No. 1545-0748		
(Rev. August 2014) Departme	ent of the Treasury — Internal Revenue	Service	_		OMB No. 1545-0748		
	of employment or other with	ve an agent file returns and mai nolding taxes or if you want to	ke	For IRS use:			
If you are an employer or payer who wants to request approval, complete Parts 1 and 2 and sign Part 2. Then give it to the agent. Have the agent complete Part 3 and sign it.							
for filing Form 2678 o	n page 3.	ove your request. See the instruc					
complete all three pa	rts. In this case, only one sign	to revoke an existing appointme ature is required.	int,				
Part 1: Thy you are f	iling this		_				
	it an agent for tax reporting, de an existing appointment.	positing, and paying.					
Part 2: mployer or F	Payer Information: Complete t	this part if you want to appoint a	an agent	or revoke an a	ppointment.		
1 Employer identific	ation number (EIN) -						
2 Employer's or pay (not your trade nar	er's name me)						
3 Trade name (if any	y)						
4 Address							
		Number Street			Suite or room number		
		City State ZIP code					
			countyForeig	gn postal code			
	ou want to appoint an agent o	Foreign country nameForeign province/o	er	For ALL mployees/	For SOME employees/		
appointment to fi	le. (Check all that apply.)	Foreign country nameForeign province/cor revoke the agent's	er	For ALL			
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Employer of Record Documents...Tennessee Form LB-0927

- This is a 1-page form. You are asked to sign and date at the bottom of the first page.
- This form tells the Tennessee Department of Labor and Workforce Development that you have authorized CDTN to represent you in matters of state unemployment insurance.
- This form establishes CDTN as the mailing address on your employer account.
- This form does NOT allow CDTN to obtain or sign for any personal income tax information.



State of Tennessee
Department of Labor and Workforce Development
Employer Services Unit
220 French Landing Drive, Floor 3-B
Nashville, Tennessee 37243-1002

DECLARATION OF REPRESENTATIVE

This is to certi	ify that (Represer	itative):							
Located at:										
City:					State: _	:	Zip Code:			
Phone:					Fac	: _				
is authorized t	to repres	ent (Emp	loyer):							
Employer	r's Fede	ral Emple	yer Identif	ication N	umber:			Applied Fo	or 🗆	
Employer	r's Tenn	essee Em	ployer Acc	ount Nun	nber:			Applied	For	
before the Ten	nnessee l	Departme	ent of Labor	and Wo	rkforce De	velopm	ent (TDLV	WD) for the	item(s) c	hecked below:
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Summaries of b	enefits cl	harged are	mailed to the	he primary	address of	record.				
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LB-0927	(Rev.	07-14)		RDA	1559					



TN TennCareSM Employment and Community First CHOICES Rates & Employer Costs

You get to decide how much to pay your workers. The amount that you pay them is a little lower than the amount that gets charged to your budget. This chart shows what that difference is.

The cost to your budget is higher because you have to pay taxes when paying a wage. This comes out of your budget and CDTN pays the tax for you. The grid here shows what taxes are owed for the wage.

Employer Tax When Paying a Wage

*FICA and FUTA rates are determined by the IRS.

FICA	7.65%
FUTA	0.60%
SUTA	1.55%
TOTAL	9.8%

Examples of Employee Wage and Cost to Your Budget

SERVICE	EMPLOYEE WAGE	EMPLOYER – COST TO YOUR BUDGET
Personal Assistance	\$9.87	\$10.84
Personal Assistance	\$12.33	\$13.54
Personal Assistance	\$14.81	\$16.26
Personal Assistance	\$16.04	\$17.61
Personal Assistance	\$17.28	\$18.97
Personal Assistance	\$18.51	\$20.33
Supportive Home Care	\$9.87	\$10.84
Supportive Home Care	\$12.33	\$13.54
Supportive Home Care	\$14.81	\$16.26
Supportive Home Care	\$16.04	\$17.61
Supportive Home Care	\$17.28	\$18.97
Supportive Home Care	\$18.51	\$20.33
Respite	\$9.64	\$10.59
Respite	\$12.05	\$13.23
Respite	\$14.46	\$15.88
Respite	\$14.85	16.27
Respite	\$15.13	16.57

For example: If you want to pay your employee \$12.33 an hour, then \$13.54 an hour is charged to your budget.



What about Overtime Wages?

If a single worker works more than 40 hours in one calendar week, all hours after 40 are considered "Overtime." Overtime is paid at 1.5 times the regular wage.

If a worker provides multiple services, the service that brings the total to over 40 hours will be the one billed for.

Examples of what the Regular Wage, Overtime Wage, and Cost to Your Budget would be:

Examples of Employee Wage and Cost to Your Budget

SERVICE	EMPLOYEE WAGE	OVERTIME WAGE – 1.5 X EMPLOYEE WAGE	EMPLOYER – COST TO YOUR BUDGET	
Personal Assistance	\$9.87	\$14.81	\$16.26	
Personal Assistance	\$12.33	\$18.50	\$20.31	
Personal Assistance	\$14.81	\$22.22	\$24.40	
Personal Assistance	\$16.04	\$24.06	\$26.42	
Personal Assistance	\$17.28	\$25.92	\$28.46	
Personal Assistance	\$18.51	\$27.77	\$30.49	
Supportive Home Care	\$9.87	\$14.81	\$16.26	
Supportive Home Care	\$12.33	\$18.50	\$20.31	
Supportive Home Care	\$14.81	\$22.22	\$24.40	
Supportive Home Care	\$16.04	\$24.06	\$26.42	
Supportive Home Care	\$17.28	\$25.92	\$28.46	
Supportive Home Care	\$18.51	\$27.77	\$30.49	
Respite	\$9.64	\$14.46	\$15.88	
Respite	\$12.05	\$18.08	\$19.85	
Respite	\$14.46	\$21.69	\$23.82	
Respite	\$14.85	\$22.28	\$24.46	
Respite	\$15.13	\$22.70	\$24.92	

Have Questions or Need Help?

CDTN Amerigroup: 888-398-0664

CDTN BlueCare Tennessee: 888-450-3240

CDTN UnitedHealth Care: 888-444-3109

InfoCDTN@ConsumerDirectCare.com



EMPLOYMENT AND COMMUNITY FIRST CHOICES PROGRAM SERVICE AGREEMENT - WAGE MEMO

Worker Name	Employer of	Record Name	Member Name	
Please select at least one service ty rate of pay for the Worker is based that exceeds the Member's budge	on the Membe	r's Self-Directed Se		-
! IMPORTANT: We need to know to other costs. For example: If a personant hour. That is the number you enter to see how much the Worker's hour.	on works in a jol r in the "Hourly	o, they can tell you Rate" field.	how much money they make p	er
Request Type and Effective Date:				
☐ New Enrollment ☐ Ch	ange Hourly Ra	te Effective Date	:	
Hourly Services – Service Name,	Service Codes a	nd Hourly Pay Rate	e:	
☐ Personal Assistance \$ ☐ Supportive Home Care \$ ☐ Respite \$ per hour	per hour			
Back-up Support (check one): ☐ Yes ☐ No The Worker will serve	e as back-up if o	ther Workers are u	unable to provide services.	
Agree and Sign The Worker and Employer of Reco	rd have:			
Read all of this form.Agree that the details provideDiscussed and agreed to the		•	y rate details.	
This form is not intended to create time.	a contract of e	mployment or rate	of pay for a specific period of	
Worker Signature	 Date	Employer of Record	d Signature Date	



Do you need free help with this letter?

If you speak a language other than English, help in your language is available for free. This page tells you how to get help in a language other than English. It also tells you about other help that's available.

Spanish: Español

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.

- CDTN Amerigroup: 888-398-0664 (TRS:711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

كوردى Kurdish:

ئاگادارى: ئەگەر بە زمانى كوردى قەسە دەكەيت، خزمەتگوزاريەكانى يارمەتى زمان، بەخۆرايى، بۆ تۆ بەردەستە.

CDTN Amerigroup: 888-398-0664 (TRS:711) -

CDTN BlueCare Tennessee: 888-450-3240 (TRS:711) -

CDTN UnitedHealthcare: 888-444-3109 (TRS:711) -

CDTN TennCare DIDD: 888-450-3242 (TRS:711) -

Arabic: ربية علا

وظةحلم: اذا ملكتت مخللا ربية علا اتمدخ ده عاسماً ويفغلاً ر مفوتم ك انجام.

CDTN Amerigroup: 888-398-0664 (TRS:711) -

CDTN BlueCare Tennessee: 888-450-3240 (TRS:711) -

CDTN UnitedHealthcare: 888-444-3109 (TRS:711) -

CDTN TennCare DIDD: 888-450-3242 (TRS:711) -

Chinese: 繁體中文

注意:如果您使用繁體中文, 您可以免費獲得語言援助服務。

- CDTN Amerigroup: 888-398-0664 (TRS:711)

- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)

CDTN UnitedHealthcare: 888-444-3109 (TRS:711)

CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Vietnamese: Tiếng Việt

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn.

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CDTN UnitedHealthcare: 888-444-3109 (TRS:711)

- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Korean: 한국어

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다.

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- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)

CDTN TennCare DIDD: 888-450-3242 (TRS:711)

French: Français

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement.

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CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)

CDTN UnitedHealthcare: 888-444-3109 (TRS:711)

CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Amharic: አማርኛ

ማስታወሻ: የሚናንሩት ቋንቋ ኣማርኛ ከሆነ የትር*ጉ*ም እርዳታ ድርጅቶች፣ በነጻ ሊያ*ግ*ዝዎት ተዘ*ጋ*ጀተዋል፡

- CDTN Amerigroup: 888-398-0664 (ጦስማት ለተሳናቸው:TRS:7וו)
- CDTN BlueCare Tennessee: 888-450-3240 (ውስማት ለተሳናቸው: TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (ውስማት ለተሳናቸው: TRS:711)

Gujarati: ગુજરાતી

સુયનાઃ જો તમે ગુજરાતી બોલતા હો, તો નિઃશુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે.

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Laotian: ພາສາລາວ

ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັງຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ.

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German: Deutsch

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung.

- CDTN Amerigroup: 888-398-0664 (TRS:711)
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- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Tagalog: Tagalog

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad.

- CDTN Amerigroup: 888-398-0664 (TRS:711)
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- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Hindi: हिंदी

ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं।

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- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Serbo-Croatian: Srpsko-hrvatski

OBAVJEŠTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno.

- CDTN Amerigroup: 888-398-0664 (TRS- Telefon za osobe sa oštećenim govorom ili sluhom: 711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS- Telefon za osobe sa oštećenim govorom ili sluhom: 711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS- Telefon za osobe sa oštećenim govorom ili sluhom:
 711)
- CDTN TennCare DIDD: 888-450-3242 (TRS- Telefon za osobe sa oštećenim govorom ili sluhom:
 711)

Russian: Русский

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода.

- CDTN Amerigroup: 888-398-0664 (TRS:711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
 - CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Nepali: नेपाली

ध्यान दिनुहोस्: तपाईंले नेपाली बोल्नुहुन्छ भने तपाईंको निम्ति भाषा सहायता सेवाहरू निःशुल्क रूपमा उपलब्ध छ ।

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- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
- CDTN TennCare DIDD: 888-450-3242 (TRS:711)

Persian:

فارسى

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد.

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- Do you need help talking with us or reading what we send you?
- Do you have a disability and need help getting care or taking part in one of our programs or services?
- Or do you have more questions about your health care?

Call us for free. We can connect you with the free help or service you need. (For TRS call: 711)

CDTN Amerigroup: 888-398-0664

CDTN BlueCare Tennessee: 888-450-3240

CDTN UnitedHealthcare: 888-444-3109

CDTN TennCare DIDD: 888-450-3242

We obey federal and state civil rights laws. We do not treat people in a different way because of their race, color, birth place, language, age, disability, religion, or sex. Do you think we did not help you or you were treated differently because of your race, color, birth place, language, age, disability, religion, or sex? You can file a complaint by mail, by email, or by phone. Here are three places where you can file a complaint: