



SELF-DETERMINATION WAIVER PROGRAM
SERVICE AGREEMENT – WAGE MEMO

Table with 3 columns: Worker Name, Employer of Record Name, Member Name

Please select at least one service type below and enter the wages to be paid to the Worker. The hourly rate of pay for the Worker is based on the Self-Directed Services budget for the Member.

! IMPORTANT: We need to know the hourly rate of pay, not the hourly rate plus employer taxes or other costs. For example: If a person works in a job, they can tell you how much money they make per hour. That is the number you enter in the "Hourly Rate" field. To see how much the Worker's hourly rate will cost the EOR, please refer to the Cost to You form.

Request Type: [] New Service [] Change Hourly Rate Effective Date: _____

Hourly Services – Service Name, Service Code, and Hour Pay Rate:
[] Personal Assistance Service Code _____ \$ _____ per hour
[] Respite (hourly) Service Code _____ \$ _____ per hour
[] Respite (daily) Service Code _____ \$ _____ per day
[] Individual Transportation Service Code _____ \$ _____ per day
Difficulty of Care Exclusion
[] Yes [] No I attest that I qualify for IRS Difficulty of Care income tax exclusion. I live full-time (24/7) in the same house as the Member. State and Federal income taxes will not be withheld from my pay. For more information please refer to https://www.irs.gov/pub/irs-drop/n-14-07.pdf

Back-up Support (check one):

[] Yes [] No The Worker will serve as back-up if other Workers are unable to provide services.

Transportation

If you will transport the Member, provide the following:

- Current Driver's License; and
• Current proof of Auto Insurance.

Agree and Sign

The Worker and Employer of Record have:

- Read all of this form.
• Agree that the details provided are accurate and complete.
• Discussed and agreed to the above-listed services and/or hourly rate details.

This form is not intended to create a contract of employment or rate of pay for a specific period of time.

Worker Signature Date Employer of Record Signature Date

