



The Tennessee Department of Disability and Aging (DDA) Acceptable CPR & First Aid Certifying Entities

DDA accepts CPR and First Aid Certifying Entities based on the following requirements:

- 1. The training program must follow national standards. It must comply with the same guidelines used by the American Heart Association (AHA) and American Red Cross (ARC) for course development.
- 2. A hands-on performance of basic first aid and CPR skills is required. It will be evaluated in person by an authorized instructor. Online skills test will not be accepted.
- 3. TN-issued RN, LPN, CNA, or EMT licenses will fulfill the First Aid requirements. But a CPR certification will still need to be completed.

Below is the list of CPR and First Aid Certifying Entities currently accepted by DDA:

- American Health and Safety Council
- American Safety and Health Institute (ASHI)
- American Heart Association (AHA)
- AHA Heart Saver including AHA Heartsaver for K-12 Schools
- Child CPR AED
- American Heart Saver
- American Red Cross (ARC)
- EMS Safety Services
- First Responder
- First Response Safety Training
- Health and Safety Institute (HSI)
- Life Aid Medical and Heart Rhythm CPR Training
- Medic First
- MTN Provider Certificates/Cards
- Military Training Network
- Cardiac and Trauma Life Support
- Nashville First Aid and CPR
- National Safety Council (NSC)
- NCS and Walden Security
- Tennessee Department of Children's services and HARMONY FAMILY CENTER
- PATH CPR and FIRST AID
- Waterdogs Scuba and Safety

# 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.

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# 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 <b>2678</b> 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 P	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) -			$\Box\Box\Box$				
2 Employer's or pay (not your trade nar	er's name me)							
3 Trade name (if any	y)							
4 Address								
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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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LB-0927	(Rev.	07-14)		RDA	1559					



# 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.	
<b>Agree and Sign</b> The Worker and Employer of Reco	rd have:			
<ul><li>Read all of this form.</li><li>Agree that the details provide</li><li>Discussed and agreed to the</li></ul>		•	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	





# **TN TennCare<sup>SM</sup> 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	<b>EMPLOYEE WAGE</b>	EMPLOYER – COST TO YOUR BUDGET	
Personal Assistance	\$10.07	\$11.06	
Personal Assistance	\$12.58	\$13.81	
Personal Assistance	\$15.10	\$16.58	
Personal Assistance	\$16.36	\$17.96	
Personal Assistance	\$17.63	\$19.35	
Personal Assistance	\$18.88	\$20.73	
Supportive Home Care	\$10.07	\$11.06	
Supportive Home Care	\$12.58	\$13.81	
Supportive Home Care	\$15.10	\$16.58	
Supportive Home Care	\$16.36	\$17.96	
Supportive Home Care	\$17.63	\$19.35	
Supportive Home Care	\$18.88	\$20.73	
Respite	\$11.90	\$13.07	
Respite	\$14.87	\$16.33	
Respite	\$17.85	\$19.59	
Respite	\$18.32	\$20.12	
Respite	\$18.66	\$20.49	

**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	\$10.07	\$15.10	\$37.76	
Personal Assistance	\$12.58	\$18.87	\$47.18	
Personal Assistance	\$15.10	\$22.65	\$56.64	
Personal Assistance	\$16.36	\$24.54	\$61.35	
Personal Assistance	\$17.63	\$26.44	\$66.10	
Personal Assistance	\$18.88	\$28.32	\$70.81	
Supportive Home Care	\$10.07	\$15.10	\$37.76	
Supportive Home Care	\$12.58	\$18.87	\$47.18	
Supportive Home Care	\$15.10	\$22.65	\$56.64	
Supportive Home Care	\$16.36	\$24.54	\$61.35	
Supportive Home Care	\$17.63	\$26.44	\$66.10	
Supportive Home Care	\$18.88	\$28.32	\$70.81	
Respite	\$11.90	\$17.85	\$44.63	
Respite	\$14.87	\$22.31	\$55.77	
Respite	\$17.85	\$26.77	\$66.92	
Respite	\$18.32	\$27.49	\$68.72	
Respite	\$18.66	\$28.00	\$69.99	

**Have Questions or Need Help?** 

CDTN Wellpoint: 888-398-0664

CDTN BlueCare Tennessee: 888-450-3240

CDTN UnitedHealth Care: 888-444-3109

InfoCDTN@ConsumerDirectCare.com

#### 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 Wellpoint: 888-398-0664 (TRS:711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
- CDTN TennCare DDA: 888-450-3242 (TRS:711)

#### Kurdish: کوردی

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

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

#### ربيةعلا :Arabic

وظةحلم: اذا ملكتت قغللا ربية علا اتمدخ دة عاسما ويقغللا رقفوتم ك انجام

- CDTN Wellpoint: 888-398-0664 (TRS:711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711) -
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711) -
  - CDTN TennCare DDA: 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 Wellpoint: 888-398-0664 (TRS:711)
- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
- CDTN TennCare DDA: 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.

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

#### Korean: 한국어

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

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

#### French: Français

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

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

#### Amharic: አማርኛ

ማስታወሻ: የሚናንሩት ቋንቋ ኣማርኛ ከሆነ የትርንም *እ*ርዳታ ድርጅቶች፣ በነጻ ሊያማዝዎት ተዘ*ጋ*ጀተዋል፡

- CDTN Wellpoint: 888-398-0664 ( ውስማት ለተሳናቸው: TRS: 711 )
- CDTN BlueCare Tennessee: 888-450-3240 ( ውስማት ለተሳናቸው: TRS: 711 )
- CDTN UnitedHealthcare: 888-444-3109 ( ውስማት ለተሳናቸው: TRS: 711 )
- CDTN TennCare DDA: 888-450-3242 ( ውስማት ለተሳናቸው: TRS:711 )

#### Gujarati: ગુજરાતી

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

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#### Laotian: ພາສາລາວ

ໂປດຊາບ: ຖ້າວ່າ ທ່ານວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼື ອດ້ານພາສາ, ໂດຍບໍ່ ເສັງຄ່າ, ແມ່ນມີ ພ້ອມໃຫ້ທ່ານ.

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

#### German: Deutsch

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

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

#### Hindi: िहंदी

♦ान द♦: यिद आप िहंदी बोलते ह♦ तो आपके िलए मु♦ म♦ भाषा सहायता सेवाएं उपल♦ ह♦।

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

#### Serbo-Croatian: Srpsko-hrvatski

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

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

#### Nepali: नेपाली

�ान िदनुहोस्: तपाइ�ले नेपाली बोल्नु�न्छ भने तपाइ�को िन�� भाषा सहायता सेवाह� िनः शु� �पमा खुछ।

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- CDTN BlueCare Tennessee: 888-450-3240 (TRS:711)
- CDTN UnitedHealthcare: 888-444-3109 (TRS:711)
  - CDTN TennCare DDA: 888-450-3242 (TRS:711)

فارسى Persian:

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

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

CDTN BlueCare Tennessee: 888-450-3240

• CDTN UnitedHealthcare: 888-444-3109

CDTN TennCare DDA: 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:

TennCare MCO/Contractor Information U.S. Department of Health & Human Office of Civil Rights Compliance Services 310 Great Circle Road, 3W Wellpoint Office for Civil Rights Nashville, Tennessee 37243 Phone: 800-600-4441 200 Independence Ave SW, Rm 509F, (TRS 711) HHH Bldg Washington, DC 20201 Email: HCFA.Fairtreatment@tn.gov Phone: 855-857-1673 BlueCare Tennessee (TRS 711) Phone: 800-468-9698 Phone: 800-368-1019 (TRS 711: 888-418-0008) (TDD): 800-537-7697 You can get a complaint form UnitedHealthcare online at: You can get a complaint form online at: https://www.tn.gov/tenncare/me Phone: 888-383-9253 www.hhs.gov/ocr/office/file/index.html (TRS 711) Or you can file a complaint online at: mbers-applicants/civil-rightsocrportal.hhs.gov/ocr/portal/lobby.jsf compliance.html