

State of Vermont
Department of Health
Children with Special Health Needs
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This information is important. If you need help understanding it, call 1-800-660-4427.
Ces informations sont importantes. Si vous avez besoin d'aide pour les comprendre, appelez le 1-800-660-4427.
Esta información es importante. Si usted necesita ayuda para comprenderla, llame al 1-800-660-4427.
Ova informacija je važno. Ako vam je potrebna pomoć razumijevanja, nazovite 1-800-660-4427.
Maelezo haya ni muhimu. Ikiwa unahitaji msaada wa kuyafahamu, piga simu 1-800-660-4427.
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Children's Personal Care Services (CPCS) Program Guidelines

The following program guidelines are meant to provide families with information about how the Children's Personal Care Services (CPCS) benefit is intended to be used and how to access it once your family has received funding.

Covered Services: CPCS is a medically necessary service for children who cannot perform age-appropriate activities of daily living due to a long-term health condition or disability. CPCS cannot be provided to an individual who is inpatient at a hospital, or a resident at nursing facility or intermediate care facility. CPCS is intended to provide direct care to the eligible individual only. This support can occur in the home or in the community, but it is limited to one-on-one care. Employers cannot hire an employee to care for multiple children/youth at the same time and multiple employees cannot provide care for the same child/youth at the same time.

ARIS Solutions is the payroll agent for the CPCS program. ARIS Solutions assists with enrolling parents and caregivers as employers, as well as with the enrollment process for personal care attendants (employees) hired by individual employers. ARIS Solutions staff are available to assist with timesheets, employee enrollment, questions about remaining CPCS funds, and pay schedules. ARIS Solutions can be reached by calling 800-798-1658 or online at www.arissolutions.org.

Managing a CPCS budget: Personal Care allocations are granted in 6-month increments, either for 1-year or 3-year totals. If all the funds in a 6-month increment are used prior to the end date, employers must wait until the next 6-month period begins to access funds from the next budget period. Employers are responsible for paying employees for hours worked, even if there are no remaining CPCS funds, so it is important to track budgets closely.

Employees: Once a parent or primary caregiver enrolls as an employer, they can choose who they want to employ to provide care for the eligible child. However, some restrictions apply. Individual employees must:

1. Be at least 18 years old,

2. Fill out the ARIS Solutions New Employee Enrollment Packet, including the background check information,
3. Pass background checks before they can begin working.

A personal care employee may not be a biological or adoptive parent, guardian, shared living provider, foster parent, stepparent, domestic/civil union partner of the child's primary caregiver, or a relative serving in the primary caregiver capacity.

Legally Responsible Adults: A Legally Responsible Adult (LRA) is a biological parent, stepparent, adoptive parent, legal guardian, spouse, or civil union partner, of a child, youth, or adolescent enrolled in CPCS, living in the same household. LRA payments are a temporary back-up option to compensate parents and caregivers who provide medically necessary care to their child or youth enrolled in CPCS. Parents and caregivers are eligible for LRA payments until they can hire a personal care attendant to provide this support. LRAs are not employees. Please visit [CPCS | ARIS Solutions](#) for more information.

Wages: CPCS allocations are based on a wage of \$16.50 per hour, but employers have flexibility to set a wage between \$15.49 to 20.00 per hour. It is important to understand that if the hourly wage is over \$16.50, the child will receive fewer hours of service over the 6-month period.

Taxes: Payroll tax is added to the hourly wage paid to employees. It includes FICA, Workers' Compensation, Sick Leave, and Unemployment Insurance. ARIS Solutions will report these taxes to the IRS for you. A 6-month budget includes sufficient funds to cover the payroll tax if the hourly wage remains at \$16.50. Payroll tax is not included in Legally Responsible Adults (LRAs) payments and taxes are not deducted. LRA payments are taxable income that is required to be reported.

Variances: Employers can request a variance for CPCS to waive certain restrictions. Variances can be requested to allow payment of hourly wages above \$20, to hire an employee between 16 – 18 years old, and to waive certain background check findings. Please see [CPCS Variance Request Guide](#) for more information.

Medicaid Fraud: Medicaid Fraud is a federal offense. Penalties can include fines, imprisonment, or both. For CPCS, fraud might involve falsifying timesheets, attempting to pay an ineligible employee, filing claims for services not provided, lying about a disability or health condition to get services, or attempting to pay an individual provider for the care of multiple children at a time.

Electronic Visit Verification (EVV): EVV is a telephone and computer-based system that verifies when services are provided to Medicaid members who get personal care services. EVV is a federal Medicaid requirement that applies to CPCS. Please contact ARIS Solutions for assistance implementing EVV. ARIS can be reached by calling 800-798-1658 or online at www.arissolutions.org.

Contact us! Phone: 800-660-4427 or 802-863-7338 Email: AHS.VDHCPCS@vermont.gov