

When you complete and return this packet, you've requested an In-Home Employer Application.

[You still need to complete the official application after you return this packet](#)

The following third party company manages your entire Employer application process:

1. The Employer application is processed with a third party entity,

***Public Partnerships (PCG).** To get started with PCG, you'll complete and return this packet to us at psw.timesheets@deschutes.org. PCG's application processing time is 2 - 3 months.

2. After we submit your packet to PCG here's what happens:

- We send you an email confirmation, titled, "Next Steps - Action Required", which explains remaining steps of your Employer application, and how to contact PCG to check on the status of your application.
- PCG mails you the official Employer application in 10 - 15 days.

[To complete this packet and avoid tech issues, click/tap here to download a Adobe's free app, "Fill & Sign" to your device.](#)

In-Home Employer applicant, first/last name: _____

Individual receiving services, first/last name: _____

SC use - Prime:

Please select which box applies to you:

- I am:***
- The individual receiving services, and I'm applying to be my own In-Home Employer Individual's legal/designated representative, and applying to be their Employer. The person Elected by the individual to be their Employer.
 - Not applying to the Employer, but rather, an elected Proxy.

When you agree to be responsible for the following Employer tasks for any Personal Support Workers (PSWs) you choose to hire, we strongly encourage you to utilize your local Employer Resource Connection (ERC) at Abilitree. ERC's sole purpose is to answer your In-Home Employer questions. [**Click/Tap to access ERC info.**](#)

You're required to do the selected "Employer" tasks below for PSWs you potentially hire. You may elect a Proxy if you, the applying Employer, cannot complete some of the selected tasks. If you need a Proxy Employer, please contact your Services Coordinator, a second DHS form will need to be completed.

Employer	Proxy (optional)	Task
<input type="checkbox"/>	<input type="checkbox"/>	Find, screen, and hire qualified personal support workers
<input type="checkbox"/>	<input type="checkbox"/>	Help my personal agent or services coordinator create a Service Agreement for each PSW
<input type="checkbox"/>	<input type="checkbox"/>	Make sure that PSWs follow the Service Agreement when they work for me
<input type="checkbox"/>	<input type="checkbox"/>	Supervise and train PSWs to deliver the services in the Service Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Schedule PSWs work, leave, and coverage as needed
<input type="checkbox"/>	<input type="checkbox"/>	Track the time and date my PSWs work with or without help
<input type="checkbox"/>	<input type="checkbox"/>	Sign PSW time sheets that truthfully records the dates and times my PSWs worked. Fix or refuse any PSW time sheet that records dates and times that were not worked.
<input type="checkbox"/>	<input type="checkbox"/>	Know when PSWs are not doing their jobs well and work with the PSW's to fix problems.
<input type="checkbox"/>	<input type="checkbox"/>	Tell the personal agent or services coordinator if I think the PSW is being abusive or engaging in fraud.
<input type="checkbox"/>	<input type="checkbox"/>	Discipline or discharge a PSW who is not doing their job well or following their Service Agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Understand and act upon written information related to my PSWs with or without help.
<input type="checkbox"/>	<input type="checkbox"/>	Keep the PSW's workplace free from harassment.

Employer responsibilities acceptance and attestation:

Individuals and legal representatives who are not able or willing to fulfill all the above responsibilities must select a proxy to meet those responsibilities.

By signing & checking all boxes below, I agree to:

I have read and understand the responsibilities of being an employer for PSWs, and also I agree to fulfill the selected responsibilities.

I understand that failure to meet my responsibilities may result in the removal of me as an employer. I have not been indicted or convicted of fraud.

Signature: _____

Date: _____

Designated/Proxy employer attestation:

Trouble filling out form? You must click/tap here & download "Adobe Fill & Sign" in your device's App Store.

I affirm that I **do not** have any of the following disqualifying conditions

- History of substantiated abuse of an adult
- History of founded abuse of a child
- Conviction of any crimes found in OAR 407-007-0275
- Employed as a provider in any capacity for the individual receiving services

By signing below, I agree that I **do not** have any conditions that would disqualify me from being an employer for PSWs. I understand that I must report disqualifying conditions to the personal agent or services coordinator and designated/proxy employers with disqualifying conditions will be removed.

Designated/Proxy employer signature: _____ Date: _____

Definition of terms

Employer: A person who employs PSWs to meet the individual or child's support needs.

Designated employer: A person who is the employer but is not the individual receiving services or for a child receiving services, the parent employer. Designated employers are friends, neighbors, community members who have chosen to fulfill the employer role for an individual's PSW supports

Proxy: A person designated to fulfill some, but not all, of the employer responsibilities. They are not the legally recorded employer for tax purposes.

Legal representative: A person who has the legal authority to act for an individual. For a child under the age of 18, the legal representative is the parent, unless a court appoints another person or agency to act as the guardian.

Designated representative: A person chosen by an individual or their legal representative who is not a paid provider for the individual and serves as the representative of the individual, or their legal representative, to direct the delivery of services.

Reminder about electing a Proxy Employers - please contact your Services Coordinator, a second form will need to be completed

PAGE 4 - Application Request Form

• Complete this, along with the previous pages, and return this whole packet to us via email reply at PSW.Timesheets@deschutes.org

INDIVIDUAL (client) INFORMATION

Individual First Name:	Individual Last Name:
PRIME (if known):	

Applying EMPLOYER OF RECORD (EOR) INFORMATION

EOR First Name:	EOR Last Name:	
Physical Address:		
<i>Physical Address continued (apt, number, etc.):</i>		
Physical City:	Physical State:	Physical Zip Code:

NOTE TO APPLICANT about mailing addresses - PCG cannot deliver federal documents to PO Boxes (long story), but, they can secure email.

If you have a PO Box, please list below, but also enter an email contact in the final box:

Mailing Address:

Mailing City:	Mailing State:	Mailing Zip Code:
Social Security Number:	Phone Number:	

Email Contact *reminder - PCG, and our office, must be able to email you important updates during, and after, your application processes:

About Public Partnerships (PCG), [click/tap here for full summary](#):

- In 2017, DHS contracted with PCG, and PCG agreed to manage all In-Home Employer and PSW applications for the State of Oregon.
- [PCG reviews, processes, and determines the outcome of your application.](#) They're based on the east coast, and serve as a third-party entity to many other Medicaid-funded, home and community support programs throughout the U.S.
- PCG reviews your application for accuracy/errors - if error are found, they contact you via USPS, email, or phone.
[To reiterate, PCG will NOT update us, only you.](#)
- PCG's application processing time takes a while; we have no control over their business practices, nor their processing timelines.
- Application results from PCG: if PCG does not update you on your application status 1 - 2 weeks after you returned this packet to us, CONTACT THEM ASAP.
[Again, to reiterate, PCG does NOT update us.](#)

About BetterOnline:

- We're required to use PCGs system, BetterOnline, to request Employer and PSW applications.
- PSWs have the OPTION to create a BetterOnline enrollment if they want to view paystubs. [Again, we cannot help with this, click/tap here for their contact info, and reach out to them.](#)