

## **NC Innovations Individual and Family Directed Supports Fact Sheet**

### **Agency with Choice (AWC)**

One of the key "Supports" for success of Individual and Family Directed Supports, Agency with Choice Model is the Agency with Choice. The Agency with Choice assures that services outlined in Individual Support Plans are properly provided and billed.

#### **Tasks completed by the Agency with Choice:**

- ✓ Serving as the Common Law Employer (Employer on record with the IRS) for employees providing services
- ✓ Hiring and/or firing employees based on recommendations of the Managing Employer (Individual/legally responsible person)
- ✓ Maintaining personnel records on employees
- ✓ Filing claims for self-directed supports and services
- ✓ Payment of payroll to employees hired to provide services and supports
- ✓ Deducting all required federal, state and local taxes, including unemployment fees, prior to issuing reimbursement or paycheck
- ✓ Administration of benefits for employees hired to provide services and supports
- ✓ Maintaining ledger accounts for each Individual's funds
- ✓ Producing quarterly expenditure reports, including reports to the individual/employer of record concerning expenditures of funds against their budget
- ✓ Requesting and reviewing criminal background checks, driver's license checks, and health care registry checks of providers of self-directed services
- ✓ Carrying Workers Compensation Insurance coverage on direct service employees
- ✓ Ordering employment related supplies
- ✓ Providing or arranging for training of employees
- ✓ Purchasing goods and services on behalf of the Individual
- ✓ Tracking and monitoring individual budget expenditures
- ✓ Providing Qualified Professional Supervision of services, including oversight and maintaining clinical documentation of services provided
- ✓ Providing documentation for audits as requested by local, state and federal agencies

#### **A Successful Agency with Choice has experience with:**

- ✓ Commitment to the philosophy of self-directed services
- ✓ Bookkeeping activities
- ✓ Payroll, claims, and tax filing
- ✓ Managing accounting systems
- ✓ Workers Compensation insurance
- ✓ An electronic accounting system
- ✓ Supervision of employees providing direct services to individuals with developmental disabilities