



***For More Information:***

Consult with your employer

or

Vermont Agency of Human Services  
Department of Disabilities, Aging & Independent Living  
**Attendant Services Program**  
103 South Main St.  
Waterbury VT 05671-1601

**Voice: (802) 241-2431**  
**TTY: (802) 241-3557**

For Medicaid PDAC participants:

**ARIS, Inc.**  
Area Resources for Individualized Services  
P.O. Box 4409  
White River Junction, VT 05001  
**(800) 798-1658**



*This material is available, upon request, in alternative  
format  
such as large print, Braille,  
audio cassette, or disk.*

06/2007



# **The Attendant Services Program**

Vermont Agency of Human Services  
Department of  
Disabilities, Aging & Independent Living



# **Information for Attendants**





## ***What is the Attendant Services Program?***

The Attendant Services Program (ASP) supports independent living for adult Vermonters with disabilities who need physical assistance with personal care activities.

Program funds permit eligible individuals to hire and manage their own personal care attendants. There is no cost to the participant. The participant may hire any legal worker (except a spouse or civil union partner under Medicaid PDAC or an attendant who has a substantiated history of abuse, neglect, exploitation or certain crimes involving bodily injury, a felony drug offense, or a property/money crime.

## ***What activities are covered?***

Each participant receives a Service Authorization form that lists the activities and times for which assistance may be paid. The assistance may include:

### ***Activities of Daily Living***

- ◆dressing
- ◆bathing
- ◆grooming
- ◆toileting
- ◆mobility
- ◆eating
- ◆positioning
- ◆range of motion
- ◆transferring

### ***Instrumental Activities of Daily Living***

- ◆assistance with medication
- ◆cleaning & laundry
- ◆heavy housework
- ◆medical transportation
- ◆care of adaptive equipment
- ◆preparing meals
- ◆shopping
- ◆paying bills
- ◆care of a support animal

## ***Activities not covered by ASP include:***

- ◆ activities not included in the Service Authorization
- ◆ services provided by non-enrolled attendants
- ◆ services provided by other programs
- ◆ supervision or 'protective presence'
- ◆ illegal activities



## ***Who is my Employer?***

You are employed by the person to whom you give assistance, or by the person's guardian/agent. That individual hires you, trains you, supervises you, schedules your work, and can fire you. That person must approve and sign your time report. You are not employed by the State of Vermont or by the Attendant Services Program.

## ***How Do I Get Paid?***

To get paid for your work, you and your employer must complete, sign and submit time reports.

The payroll agent (either the State of Vermont or ARIS) pays you directly by check or payroll direct deposit, on an established schedule.

Federal and State taxes, as well as Social Security, will be withheld from your pay by the payroll agent. You may be eligible for workers' compensation or unemployment benefits.

You may be paid only for the work you actually perform, consistent with your employer's service authorization. Deliberate failure to accurately report time worked or services provided could result in legal action.

## ***Attendant Responsibilities***

Reliability, confidentiality, and honesty are essential for a good work relationship. Respect your employer's preferences for how and when care is provided. Discuss any concerns that arise in a positive and open manner with your employer.

To protect yourself and your employer, you must consider safety issues, use Universal Precautions and follow blood borne pathogens procedures.