



# Children's Personal Care Services Quick Reference Guide

The following are a few general guidelines which you should keep in mind while managing your Children's Personal Care Services (CPCS)

The goal of CPCS is to provide supplemental assistance with self-care and activities of daily living to Medicaid eligible children with significant disabilities or health conditions at home and in the community. This support is intended to provide assistance, not to replace parental roles, responsibilities (such as supervision, child care, etc.)

## Medicaid Enrollment

Children's Personal Care Service is a state-plan Medicaid Program. In order for your child to be covered under CPCS, s/he needs to have active Medicaid enrollment. It is *your responsibility* to maintain Medicaid coverage. **Call the Office of Health Access (800-250-8427) with questions about Medicaid.**



## Employee Age

Employees must be at least 18 years old. To request a variance of the age requirement for someone as young as 16, you must send a written request to the CPCS program. It must include the potential employee's full name, date of birth, qualities that make him/her your choice, an overview of your child's needs and information on any health issues your child may have.



**Before an underage employee can begin working, you must have confirmation that the variance has been granted from the Children's Personal Care Services Program.**

## Timesheets

Please make sure the timesheets for your employees are submitted by the due date. It is *your responsibility as the employer* to approve and submit the timesheet to ARIS. Late timesheets will be held until the next payroll is processed and *your employee(s) could go unpaid for almost four weeks.*

## Overnight Care

Children's Personal Care Services is **NOT** intended to be used for overnight respite. As such, the care provider must be awake for hours to be billed to the CPCS program.

**TIMESHEETS SUBMITTED TO ARIS SOLUTIONS FOR 24-HOUR PERIODS WILL BE REDUCED TO 16 HOURS.**

### Contact Information:

Children's Personal Care Services Program, 103 South Main St.

Waterbury, VT 05671

(888) 268-4860 (phone) (802) 241-4224 (fax)

ARIS Solutions, P. O. Box 4409, White River Jct., VT 05001

**This information is important. If you do not understand it, take it to your local office for help.**

Ces informations sont importantes. Si vous ne les comprenez pas, apportez-les à votre bureau local pour recevoir de l'aide.

Esta información es importante. Si no la entiende, llévela a su oficina local para solicitar ayuda.

Это важная информация. Если она Вам непонятна, возьмите это письмо и обратитесь за помощью в местное отделение.

Ovaj dopis je važan. Ukoliko je nerazumljiv za vas onda ga ponesite i obratite se lokalnoj kancelariji za pomoć.

Maelezo ya barua hii ni muhimu. Kama huelewi, ichukue, uende nayo katika ofisi yako ya karibu kwa msaada zaidi.

Thông tin này rất quan trọng. Nếu quý và không hiểu nội dung trong này, hãy đem tờ này đến văn phòng tại địa phương của quý và nhờ nhân viên giúp đỡ.

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## Reassessment

In order to have services continued, your child must have an **annual reassessment** to determine the appropriate level of service. You will be notified about 8 weeks before the renewal is due and be given instructions for scheduling a reassessment.

-  The reassessment **must** be received by the due date stated in the letter.
-  If the reassessment is late, *there could be a break in services.*
-  If an extension is needed, it must be requested **PRIOR** to the end date of services
-  You could be **personally liable**, if you schedule hours to be worked without having receiving a notice of decision for the next year.

The reassessment may show a change in need that effects level of service. While it could demonstrate increased care giving needs, it could also show increased independence and result in a decrease—or **discontinuation**—of services.

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## Supervision of Multiple Children

CPCS is an **individualized** service & is not intended to be used to supervise multiple individuals.

When services are provided in a setting with other people present, the other individuals must not be dependent on the CPCS worker provide to support, assistance or supervision.

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## Wages

CPCS pays a set rate of \$10 per hour and cannot be augmented.

It is considered fraud to bill for more hours than were worked to create a higher wage.

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## Flexibility of Hours

We recognize that family situations change depending on your child's health needs and your family situations. We have built some flexibility into the program by providing a 6-month block allotment. Hours can be used based on scheduling needs. *It is important to manage within your bank of hours.*

**As the employer, you could be financially responsible for hours used beyond those allocated.**

ARIS sends balance statements every two weeks so you can track your hours. **Contact ARIS, at 800-798-1658, if you have questions about your balance.**

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## Appeal Rights

You have the right to appeal any decision made by the CPCS program. Appeals are usually decided within 45 days. To make an appeal, you can write to the **Commissioner's Office, 103 South Main Street, Waterbury, VT 05671** or contact the CPCS program directly by calling 888.268.4860.

You also can request a fair hearing if you don't agree with the decision. If you want to ask for a fair hearing directly, you can write to **Human Services Board, 120 State Street, Montpelier, VT 05620-4301** or by calling the CPCS program for assistance.

You can ask for a fair hearing any time up to **90 days** after you receive the decision.

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## Fraud

Misuse of the Children's Personal Care Services, either intentional or inadvertent, is considered Medicaid fraud and may be investigated by the Office of the Attorney General's Office.

## Payroll Problems

If you do have any payroll problems, please contact ARIS *as soon as it is identified.*

It may take some time to sort out the issue & employees can't be paid until the issue is resolved.

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## Who Can Be A CPCS Employee

The program allows for family members—including grandparents, aunts/uncles, adult siblings, to be employed.

Parents (biological & adoptive) and step-parents are not allowed to be paid to provide CPCS. The CPCS program extends this to include parental domestic partners, developmental home providers, foster parents and all persons serving as the child's primary care giver.

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