

**VA# 003      Revision: 001**  
**Effective Date: 01/01/2016**

**Prepared By: SAV**  
**Approved By: KP**

- Title:** VD-HCBS Household Employer Procedures
- Policy:** The Veteran and/or their chosen representative must independently maintain all functions of being a household employer within the VD-HCBS program.
- Purpose:** To outline procedures to be conducted by the Veteran or their representative in order to maintain Veterans in the VD-HCBS program.
- Scope:** This procedure provides direction on the different functions within the program relating to the veteran as a household employer including, but not limited to employee payroll, savings requests, budget creation and maintenance.
- Responsibilities:** It is the responsibility of the Veteran and/or their chosen representative to hire employees, complete all necessary paperwork for the fiscal agent (Mains'I), enter timesheets and invoices and terminate employees when necessary.
- It is the responsibility of the Veteran and/or their chosen representative to report any changes regarding an employee to their program Independent Consultant who will notify the Veteran Services Contract Coordinator (VSCC) as appropriate.
- It is the responsibility of the Veteran and/or their chosen representative to create a budget using the funds from their monthly VA allotment. The Veteran must then maintain their employees and vendors within their budget according to the VD-HCBS guidelines.
- It is the responsibility of the Veteran and/or their chosen representative to provide receipts or estimates for any savings requests or special purchases to the VSCC.
- It is the responsibility of the Veteran and/or their chosen representative to discuss any changes to the budget with their program Independent Consultant.
- It is the responsibility of the Independent Consultant to review any forms and/or requests from the Veteran and/or their chosen representative to ensure they are completed properly.

It is the responsibility of the Independent Consultant to sign any applicable documents and forward to the VSCC on behalf of the Veteran.

It is the responsibility of the VSCC to review any forms and/or requests forwarded from the Independent Consultant to the VSCC on behalf of the Veteran and/or their chosen representative to ensure they are completed properly. If approved, the VSCC will forward any and all necessary documents to the fiscal agent for processing.

**Procedure:** (Refer to Forms & Resources Page for location/copies of referenced documents)

### **Adding a New Employee**

1. When there is a need to add an additional employee to the existing approved budget, the Veteran or their representative will call their VD-HCBS Independent Consultant to discuss adding a new employee. Together, they will review the budget to determine if it can support a new employee.
2. The Veteran or their representative will determine the hours of this employee and their rate of pay, as well as what services the employee will provide.
3. The Veteran or their representative will complete the New Employee Packet with the employee, sign the revised budget and send it to their Independent Consultant.
4. Upon receiving the Employee Packet, the Independent Consultant will sign appropriate documents and review for completion. The Independent Consultant will then forward the packet, along with updated budget including the new employee, to the VSCC.
5. Upon receiving the Employee Packet, the VSCC will sign appropriate documents and review for completion. The VSCC will then forward the packet and updated budget to Mains'l.
6. Once the employee is approved by Mains'l, they will provide the VSCC with an employee number. This number will be given to the appropriate Independent Consultant to notify the Veteran or their representative to be used when entering payroll into the Mains'l website for this employee.
7. The VSCC will scan and save the Employee Packet to the Veteran's electronic file under Employees.

### **Adding a New Vendor**

1. When the Veteran chooses to add a vendor, the Veteran or their representative will call their VD-HCBS Independent Consultant to discuss adding a new vendor. Together, they will review the budget to determine if it can support a new vendor based on the vendor's rates for service.
2. The Veteran or their representative will complete the New Vendor Packet and send it to their Independent Consultant.
3. Upon receiving the Vendor Packet, the Independent Consultant will sign appropriate documents and review for completion. The Independent Consultant will then forward the packet, along with updated budget including the new vendor, to the VSCC.
4. Upon receiving the Vendor Packet, the VSCC will sign appropriate documents and review for completion. The VSCC will then forward the packet and updated budget including the new vendor, to Mains'l.
5. Once the vendor is approved by Mains'l, they will provide the VSCC with a vendor number. This number will be given to the appropriate Independent Consultant to notify the Veteran or their representative to be used when entering invoices into the Mains'l website for this vendor.
6. The VSCC will scan and save the Vendor Packet to the Veteran's electronic file under Employees/Vendor Name.

### **Entering Timesheets**

1. The Veteran is responsible for keeping timesheets for every employee. Blank timesheets can be found on the Mains'l website. The Veteran will fill this out daily to record the hours for each employee, entering the time on the Mains'l website at least every other day.
2. At the end of the week, both the Veteran and employee will sign the paper time sheet.
3. All time must be entered by 5 pm on the Monday following the end of a pay period. Any time entered after that will be paid out on the next pay date.

### **Entering Invoices**

1. When a Veteran receives an invoice from an approved vendor, they are responsible for entering the invoice on the Mains'l website.
2. Time standards for invoices are the same as employee payroll.

## **Reporting Changes**

1. When there is a change in address or phone number for the Veteran or representative, they should fill out the Change Form found in the Commonly Used Forms section of the Mains'l website.
2. The Veteran or representative will send the Change Form to the Independent Consultant. The Independent Consultant will notate the change in the client's file and forward the form on to the VSCC.
3. The VSCC will determine who needs to be notified of the change, make sure all supporting documents are attached and forward on to Mains'l.

## **Request for Special Purchases**

1. When a Veteran would like to make a special purchase using funds from the VD-HCBS savings account, they must first get a written estimate for the purchase.
2. After the Veteran gets a written estimate for the purchase, the Independent Consultant will fill out the Request for Savings or Special Purchases form found in the Commonly Used Forms section of the Mains'l website and send it to the VSCC for review.
3. The VSCC will review the request for correctness and to verify if funds are available in savings. If the VSCC feels it is a complete request and within the guidelines of the VD-HCBS program, the VSCC will sign the form and forward on to the appropriate Veteran Affairs Medical Center for approval.
4. The VSCC will scan and save the request and estimate to the Veteran's electronic file, under Misc Forms and Requests.
5. If the request is denied by the VAMC, the VSCC will inform the Independent Consultant either by phone or via email. The Independent Consultant will advise the Veteran that the request has been denied.
6. If the request is approved, the VSCC will forward the approval to the Independent Consultant and/or the Veteran either by phone or via email.
7. Once the purchase is made, the Veteran or Independent Consultant should send a copy of the receipt (do not send originals) to the VSCC.
8. The VSCC will send the receipt along with the approved special purchase form to the appropriate SCC fiscal staff member.

9. The SCC fiscal staff member will then reimburse the Veteran using funds from the Veteran’s VD-HCBS savings account by sending them a check in the mail.

**Terminating Employees of the Veteran**

1. A Veteran may terminate employment for any of their employees at any time.
2. Upon termination, they must enter all time the employee worked during the pay period into the Mains’l website, if applicable.
3. Then, the Veteran must fill out the Employee/Vendor Termination Form found in the Commonly Used Forms section of the Mains’l website and send it to their Independent Consultant.
4. The Independent Consultant will send a copy to the VSCC.
5. The VSCC will review the form for completeness.
6. The VSCC will save a copy to the Veteran’s electronic file under Employees Section.
7. The VSCC will forward the termination form to Mains’l.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
<b>001</b>	<b>01/01/2016</b>	<b>Agency Name, Form References</b>	<b>S. Valenti</b>