



## THE SELF-DETERMINATION WAIVER PROGRAM

### A Guide to Self-Directed Services

**People who self-direct have more control over how they get services. They have choices and responsibilities.**

#### **Choices you will have:**

- You can hire someone you already know or can find someone you think would be a good person to help you;
- You can decide how much you want to pay the person you hire;
- You can decide when and how you want the people you hire to help you;
- You can help the people you hire learn how to best help you; and
- You can help decide if the people you hire are doing a good job.

#### **Responsibilities you will have:**

- You will be the Employer of Record, which means you will hire, fire, and
- supervise the people you choose to help you;
- You will need to make sure the people you hire receive CPR, First Aid and Protection From Harm Training
- You will have to stay in your approved budget;
- You will have to make sure records, such as daily notes, are kept to show that you received services; and
- You will need a plan to make sure you have people there to help you when you need help.

### **Can I get help with self-directing services?**

- Yes. You will have a Financial Administration Agency to help you be an employer. They will:
  - Help with employee background checks;
  - Pay the people you hire;

- Help with payroll taxes;
  - Help you keep records of when you got services; and
  - Help you do other tasks that an employer must
- You can get Supports Brokerage Services, too. A supports broker can:
    - Explain what it means to self-direct services;
    - Explain your budget and the rates you can pay;
    - Help you stay within your budget;
    - Help you find someone to hire;
    - Help you decide how much to pay the people you hire;
    - Help you fill out employer and employee paperwork;
    - Help you write a schedule for the people who work for you;
    - Help you decide if the people you hire are doing a good job;
    - Help you train the people who work for you; and
    - Help you with other things to manage your self-directed services.

## **How do I decide which rate to pay?**

The following issues can affect what you decide to pay the people you hire to help you:

- The experience the people have;
- Where you live and how far the people must drive;
- The hours you are asking the people to work;
- If you ask the people to work during special hours, like overnight, weekends, or holidays; and
- The budget you have to spend on paying people to help you.

## **Are there any rules about who I can hire to help me?**

Yes. The person you hire must:

- Be at least 18 years old;
- Be able to read, write, and communicate in English;
- Be able to read and understand instructions;
- Be able to keep records about the things they do to help you;
- Have a driver's license and insurance, if they are going to drive you places; and
- Pass a background check (The Financial Management Agency will help get the

- background check done).

## **Do the people I hire need special training?**

Yes. Before a person can start working for you, they must:

- Get CPR certification;
- Get First Aid certification; and
- Get Protection From Harm Training.

Your Support Broker will give you the names of people in your area that provide CPR and First Aid certification.

## **If I want to self-direct services what are the next steps I should take?**

Contact your case manager and say you want to self-direct services. Your case manager will tell the Supports Brokerage Agency, Morning Sun Financial Services. A Supports Broker will:

- Call you to discuss the self-directing program and first steps;
- Notify the Financial Management Agency - Morning Sun Financial Services to send you the paperwork you need to help you be an employer; and
- Set up a time to visit, fill out the employer paperwork, and answer questions you have about self-directing services.

## **Who can tell me more about self-direction?**

You can call the Program Administrator at Morning Sun Financial Services of Tennessee.

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