

WV I/DD Waiver
Service Delivery Model Crosswalk

Budget and Employer Roles and Responsibilities	Participant-Directed Options		
	Traditional	Agency with Choice	Personal Options
Who is the employer of record?	Provider Agency	Provider Agency	Member
Who is the managing employer?	Provider Agency	Member/Representative	Member/Representative
Who is responsible to recruit employees?	Provider Agency	Member/Representative	Member/Representative
Who is responsible to hire employees?	Provider Agency	Provider Agency	Member/Representative
Who is responsible to train employees?	Provider Agency	Member/Representative	Member/Representative
Who determines employee wages?	Provider Agency	Provider Agency	Member/Representative
Who verifies the criminal background check of potential employees?	Provider Agency	Provider Agency	*Fiscal/Employer Agent
Who verifies citizenship status of potential employees?	Provider Agency	Provider Agency	Member/Representative
Who determines the work schedule of employee?	Provider Agency	Member/Representative	Member/Representative (*Exempt from overtime)
Who supervises employees?	Provider Agency	Member/Representative	Member/Representative
Who evaluates employee performance?	Provider Agency	Member/Representative	Member/Representative
Who discharges employees, when necessary?	Provider Agency	Provider Agency and/or Member/Representative	Member/Representative
Who reviews & approves employee timesheets?	Provider Agency	Provider Agency	Member/Representative
Who prepares & distributes employees' payroll including withholding, filing and depositing of Federal and state income taxes?	Provider Agency	Provider Agency	Fiscal/Employer Agent
Who generates required financial reports for state and/or local government, as required?	Provider Agency	Provider Agency	Fiscal/Employer Agent
Who brokers workers' compensation and other insurance, as required?	Provider Agency	Provider Agency	Not Required
Who verifies that participant-directed services are provided in accordance with the IPP and meet Medicaid requirements?	N/A	Provider Agency	Member/Representative
Who verifies that employees meet qualifications?	Provider Agency	Provider Agency	Fiscal/Employer Agent
Who monitors the member's budget?	Provider Agency	Provider Agency	Member/Representative Fiscal/Employer Agent
Who processes payments for goods & services?	Not Available	Provider Agency	Fiscal/Employer Agent
Is the member limited to the caps on direct support hours as indicated in the WV I/DD Waiver manual?	Yes	No	No
Is there a monthly administrative fee or overhead charge?	No	Yes - \$45/month paid from member's budget	Yes - \$216/month paid from admin funds



*Public Partnerships, LLC. is contracted by WV DHHR Bureau for Medical Services to fulfill the Fiscal/Employer Agent role.

**Employees/staff hired through Personal Options are exempt from overtime under the homecare companion exemption granted by the United States Supreme Court.