



Policy for Hiring External Private Duty Aides/Companions

Ann's Choice provides most of the services you as a resident may need, however residents have the right to hire their own private duty aides or companions to provide support in their apartments. In order for us to track entrance to the community, all external private duty aides or companions must register with Resident Life prior to their start of service. Failure to register may cause a delay or denial in allowing that individual to gain entrance into the community.

Every external private duty aide or companion must complete a registration packet from the Resident Life suite in the Liberty Commons clubhouse. The completed registration packets must be returned to Resident Life. At this time, each external private duty aide or companion will be given an information packet that will include:

- Guidelines for resident contractors
- Helpful information for external health care providers
- A campus map with designated parking areas
- A resident contractor registration form
- An automobile registration form
- Traffic and parking rules and regulations

Every resident private duty aide or companion will also be issued an ID badge in order to validate the individual as a resident employee. The community has the right to request from the resident proof of a criminal background check and proof of insurance for anyone hired by a resident. The community has the right to refuse access to the community to any resident employee who fails to follow the rules and regulations for the safety of the community or who has a criminal record.

Residents who hire their own external private duty aide or companion should be aware of the following:

1. You are responsible for all actions of anyone you hire to provide services to you during your residence at Ann's Choice.
2. If you hire someone to provide services to you, you may be responsible for paying social security taxes, unemployment insurance, and for withholding state and federal taxes from the employee's paycheck in accordance with law.
3. If you hire someone to provide services to you, you may be responsible for obtaining workers compensation insurance. If your employee is injured on the job in your apartment, you may be liable. Ann's Choice is not responsible for injuries to someone you hire and pay for services while they are in your apartment.
4. If you hire someone to provide services to you, you may be responsible for completing an I-9 form per requirement of the U.S. Department of Homeland Security, Citizenship and Immigration Services, documenting your employee's eligibility for employment.
5. If your hired employee does not show up for work, Ann's Choice is not responsible to provide a replacement or for any other problems arising out of your employee's failure to show.