**Agency with Choice Agreement**

**Acknowledgment of Rules and Responsibilities**

Agency with Choice model for the Supports Program and the Community Care Program serves two main functions. The Agency with Choice is the employer of record of the staff, the individual with a self-directing budget chooses to hire outside of an agency. The individual is considered the Managing Employer. In addition, the Agency with Choice acts as a conduit for an organization or enterprising entity that is not a Medicaid provider but engages in commercial, industrial, or professional activities that are offered to the general public and will be available to individuals in the Supports Program or the Community Care Program.

Self-direction acknowledges the rights of individuals to take charge of and take responsibility for their lives. To self-direct means that an individual, with or without the assistance of a representative:

* Is able and willing to make informed choices
* Has the capability to understand the consequences of their choices
* Is willing to take responsibility for their choices

**The Managing Employer Responsibilities Under Self Direction:**

* Take an active role in employing Self-Directed Employees including: interviewing, creating job descriptions, determining the hourly rate and supervising the Self-Directed Employee
* Assist the Support Coordinator in developing the Plan of Care based on the PCPT and the NJCAT
* Train the Self-Directed Employee in all aspects of the Plan of Care
* Approve timesheets and timesheet notes for each Self-Directed Employee
* Provide equal employment opportunities to all Self-Directed Employees regardless of their race, creed, color, national origin, sex, disability and marital status in all employment decisions, including but not limited to recruitment, hiring, terminations and all other terms and conditions of employment
* Inform the Support Coordinator of any changes in status including: the individual’s medical condition, address, telephone number, hospitalization
* Inform the Agency with Choice in any changes to the Self-Directed Employee’s address or telephone number
* Arrange and schedule backup Self-Directed Employee coverage for vacations, holidays and absences due to illness
* Work with the Agency with Choice on all payroll or Self-Directed Employee employment issues
* As well as the additional responsibilities outlined in the Managing Employer Guide.

**Please sign, date and return this document to confirm that you have read and agree to the Roles and Responsibilities to use the Agency with Choice model at Financial Management Services – Agency with Choice** [Awccustomerservice@nj.easterseals.com](mailto:Awccustomerservice@nj.easterseals.com)

I understand that failure to carry out the Individual Responsibilities will be considered in determining the continued appropriateness to self-direct under the Division of Developmental Disabilities Support Program or the Community Care Program.

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| **Consumer Name:** | | **Consumer (DDD) #:** |
| **Managing Employer Signature:** | **Date signed:** | |