

# Home Care Worker Notice

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes].

Home Care Worker Name		
Home Care Worker Employer Name		
<input type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Town
Name of City, Village or Town		Wisconsin

### Employment status of home care worker

<input type="checkbox"/> Employee of the consumer [C]
<input type="checkbox"/> Home care worker is considered to be self-employed [HCW]
<input type="checkbox"/> Employee of the home care placement agency [HCPA]

**Note:** Regardless of the above statement concerning the employment status of the home care worker a state or federal agency may determine the home care worker is self-employed and required to pay self-employment taxes for social security and Medicare and not covered by state worker's compensation insurance or unemployment insurance laws as an employee. If ruled to be self-employed you will be responsible to file quarterly income tax withholding statements with the federal and state revenue departments.

### Responsibility for Common Employment Tasks

C      HCW      HCPA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide day-to-day supervision of the home care worker.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign job duties to the home care worker.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hire, fire and discipline the home care worker.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay the wages of the home care worker.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Withhold federal and state income taxes, social security taxes, Medicare taxes and pay these taxes into appropriate federal and state agencies in a timely manner. If self-employed the home care worker must file and pay estimated taxes quarterly.
<input type="checkbox"/>		<input type="checkbox"/>	Provide Worker's Compensation insurance for the home care worker. If self-employed the home care worker will have responsibility to provide their own insurance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide liability insurance to cover the home care worker and their actions.
<input type="checkbox"/>		<input type="checkbox"/>	Pay Unemployment Insurance taxes for the home care worker's employment. If self-employed the home care worker will not be covered by Wisconsin's unemployment insurance law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure the home care worker has credential(s) specified in §440.01(2)(a) of Wisconsin Statutes or any other license, registration, certification, permit or approval that is required for the home care worker to provide adequate home care services for the home care consumer.

## Responsibility for Common Employment Tasks Continued

C      HCW    HCPA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responsible for providing the following equipment or materials to the home care worker. Please list equipment or materials to be provided.  _____
<input type="checkbox"/>	<input type="checkbox"/>		Responsible for conducting a background check on the home care worker that will include the following: <input type="checkbox"/> Criminal background <input type="checkbox"/> Financial background <input type="checkbox"/> Work background <input type="checkbox"/> References

### Questions about the form

Persons with questions about this form should contact the Department of Workforce Development at (608) 266-6860.

### Acknowledgement of Receipt of this form

The home care placement agency has provided me with a copy of this form and I understand the information contained on the form.

Home Care Worker Signature	Date Signed
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