



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

May 9, 2018

Qualified Vendor: Agency with Choice Designation

To Qualified Vendors:

We have developed criteria for qualified vendors who want to provide an Agency with Choice option for Individuals and Families. An Agency with Choice is an option for Individuals and Families who want to participate in the recruitment and supervision of staff without the responsibility of becoming the employer of record.

Vendors who want to become a designated Agency with Choice Vendor must do the following:

- Review the criteria to provide Agency with Choice services
- Check those services which will be offered as an Agency with Choice
- Have written procedures on the implementation of Agency with Choice services
- Return the signed assurance and a copy of the procedures to dds.providerapplications@ct.gov

Qualified Vendors who submit the signed assurance and procedures will be given an Agency with Choice designation on the DDS Qualified Vendor list for those services they are qualified for and selected on the Agency with Choice assurance.

For questions and additional information contact Debra Lynch at (860) 418-6019 or email at Debra.Lynch@ct.gov

**Department of Developmental Services
Agency with Choice Assurance**

Agency with Choice Services: Qualified Vendor Requirements for the Individual Family Support and Comprehensive Waivers

Vendor agrees to:

1. Interview/consider all candidates an individual/family wants to hire. Explains the reason(s) with the family if the agency chooses not to hire a referred candidate.
2. Complete all necessary screenings for the potential hire: DDS Abuse & Neglect registry, background check, motor vehicle check if driving, license check if required, etc.
3. Complete all necessary employer of record documentation for the employee: I-9, W-4 State and Federal, etc.
4. Provide worker's compensation and other insurance & health benefits that other agency employees receive.
5. The vendor shall pay employees in compliance with federal and state Department of Labor wage and hour rules.
6. Invoices the Fiscal Intermediary for services rendered.
7. Provide all training required of the waiver service(s) that the employee will provide to the individual. Include the individual/family in training activities to the greatest degree possible.
8. Assist the individual/family to provide other training as required in the IP.
9. Assist individual/family to set and modify employee schedule as needed.
10. Assist the individual/family to manage/supervise the employee.
11. Provide back-up support.
12. Have written Policies and Procedures on the administration of Agency with Choice Services

Check the services which Vendor wants to provide as Agency with Choice

- Individualized Home Support
- Personal Support
- Adult Companion
- Individual Day Supports
- Supported Employment Individual
- Respite Individual

Vendor Name:

Authorized Representative _____
Print Name

Authorized Representative _____ Date: _____
Signature