



## West Virginia Medicaid Aged and Disabled Waiver Overview of *Personal Options*

***Personal Options*** is the self-directed service model within the Home and Community Based West Virginia Medicaid Aged and Disabled Waiver (ADW) Program. To participate in ***Personal Options***, an individual must be medically and financially eligible for ADW services.

In ***Personal Options***, the participant is an employer who hires individuals as an employee(s). Participants may advertise for an employee or hire friends or family members as their employee(s). As an employer they will be responsible for verifying the hours worked by employees and the tasks that were completed. A spouse, legal guardian, or legal representative acting as decision-maker on the participant's behalf **cannot** be hired as an employee. All employees must meet ADW policy requirements such as age, training, background checks, etc.

Participants have an individualized monthly budget based on his/her assessed needs. Budget funds must be used to purchase needed ADW services such as personal attendant services, RN assessments, and transportation. Case Management is also available to participants in the ***Personal Options*** program for no additional fee. Participants do not handle any money directly. All funds are handled by a Fiscal/Employer Agent.

***Personal Options*** participants have flexibility when determining their employee's/employees' hourly wage and work schedule. The hourly wage cannot exceed the Medicaid reimbursement rate.

Participants in ***Personal Options*** have the support of a **Resource Consultant** and a **Fiscal/Employer Agent**. **Resource Consultants** assist participants in developing a service plan and a monthly spending plan to meet their individualized needs. Resource Consultants also assist participants with the responsibilities of self-direction, such as recruiting, hiring, training and managing employees as well as filing all necessary paperwork to become a registered employer with state and federal government authorities. Resource Consultants monitor health and safety of participants and report any incidents or fraudulent activity.

The **Fiscal/Employer Agent** performs payroll and tax functions on behalf of the participant including processing timesheets, invoices, issuing paychecks to the employees via mail or direct deposit and filing quarterly state and federal taxes and end of year taxes on behalf of participants. Participants do **not** handle any money directly.

**Personal Options** participants may transfer to traditional agency services at any time.

Please call **1-866-767-1575** for any questions about the program