



Respite Care Fact Sheet

Information About Parent Vendor
And Agency Vendor Respite Care

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This information sheet was developed in response to many parents' questions regarding the difference between Parent Vendor, where the parent hires their respite care worker, and Agency Care, where agencies hire respite care workers. In our chart, we list Manos Home Care's policies; we provide respite care and child care through the East Bay Regional Center.

| Issues | Parent Vendor | Manos Home Care |
|-------------------|--|--|
| Payment | You are paid by the Regional Center on the 15 th for last month's pay. Then you pay the worker. If you pay your respite worker before the Regional Center pays you, the money comes out of your pocket. You must pay your worker twice a month. | We pay respite workers every week. You will need to sign the employees' time sheets and track your hours. |
| Paperwork | You have to <ul style="list-style-type: none"> • Turn in records to the regional center. • Get an Employee Identification Number • File separate payroll reports every three months to the EDD and to the IRS • File separate yearly reports to EDD and the IRS • Issue W-2s to all respite care workers • File year-end W-2 reports to the IRS • Keep records for three years of all payments and withholdings to your respite workers | The worker turns in their time sheet to Manos Home Care and we handle all paperwork. |
| Taxes | You must: <ul style="list-style-type: none"> • Calculate all EDD and IRS taxes and withholdings • Pay payroll withholdings to EDD and the IRS • Pay all employer taxes to EDD and the IRS • Pay fines when tax payments are late or when mistakes are made in calculating payroll withholding and tax payments | Manos Home Care pays all payroll taxes, calculates and pays withholdings. The parent is not involved at all. |
| Insurance | You are required by law to provide workers' compensation insurance. You can do this through your homeowners insurance; if you don't own your home, you must take out a workers compensation insurance policy. If you aren't insured, a worker can sue you if they are injured, and you could be charged with a crime for not having workers' compensation insurance. Workers' compensation costs vary; expect to pay \$0.80 per hour (contact your insurance agent). | We provide workers' compensation insurance. |
| Employment | <i>You employ the respite care worker</i> , and are responsible for following all employment laws. You could be taken to the labor board, sued and charged with a crime for not following employment laws. | Manos Home Care employs your respite workers. |

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Manos Home Care ◆ 510-336-2900

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| Respite Care Worker Taxes | A total of \$1.53 must be paid to the IRS for every \$10.00 of wages respite workers earn, and \$0.34 for Unemployment Insurance to EDD when workers earn over \$750 in a quarter. These payments are usually due every quarter. | We withhold half of the IRS social security payments for the worker, and pay the other half. Manos Home Care pays for all of the unemployment payments owed to EDD. |
| Take-home pay for Respite Workers | The current take-home pay for respite care workers is \$8.70 per hour, after social security taxes (15.3%), and UI taxes (3.4%): \$10.70 Regional Center payment - \$1.86 IRS and EDD payments ===== | Our current wage is \$10.00 per hour; take-home pay for respite care workers employed by Manos Home Care depends upon how employees fill out their W-4 form. |
| Training | You must make sure your worker has CPR and First Aid certificate, and you have to pay for their class. | Manos Pays for the CPR/First Aide training. |
| Finding a Worker | You must find your own worker. | Manos can find a worker for you, or assist you in your search. |

Frequently Asked Questions

▶ How do I switch from a parent vendor to Manos Home Care?

Call your case manager and request that you switch to Manos Home Care. After the approval, your respite care worker applies to Manos Home Care.

▶ Can I still keep my current worker?

Yes. If the worker has a social security card, picture ID, and clears our background check, they can start work in two days. If you wish, we can tell you before you switch provided that your respite worker fills out the right forms; 99% of parents who switch keep their own worker.

▶ Does my respite care worker have to come to Manos Home Care's office?

No. If the distance is far, we can meet the employee at your home.

▶ Does it cost me any money to switch?

No. Everything is free.

▶ Do I have to pay my copay?

You probably still have to pay your copay. Call Manos Home Care at 510-336-2900 about copays.

▶ Why does my worker need a CPR/First Aide certificate?

State law requires Regional Center respite care workers to have these certificates, whether or not a respite care worker is employed by a parent or by an agency.

▶ Why does the government identify me as an employer of my respite care worker? The Regional Center pays them, right?

Wrong. You pay the worker—the Regional Center pays you. California law states that if you pay, schedule, and tell a person what to do, you employ them.

▶ Aren't respite care workers independent contractors if I pay them in cash?

No. They are employees, since they are paid, scheduled, and told what to do by the parents. Parent vendors are employers of their respite workers.

▶ Where can I get more information about how to file forms, pay taxes, and follow labor laws if I am a Parent Vendor?

Taxes: IRS Publication 926, Household Employers Tax Guide 2008 & Household Employers' Guide (DE8829).
Labor Law: Federal Labor Law, California Labor Code and California Wage order 15.