



NC Innovations Employer of Record Fact Sheet

The Employer of Record model of self-direction allows members or their legally responsible person (instead of a provider agency) to take on the role of employer of the individuals who are providing their Innovations waiver services. As the employer, the member recruits and hires employees, sets pay rates, provides, or arranges for training, provides supervision and, when necessary, terminates employees. Employers of Record also manage the budget for the services they are directing. This portion of the budget is referred to as the Individual and Family Directed Budget.

Which Services Can Employers of Record Direct?

Members or their legally responsible person can direct any or all the NC Innovations services listed below. (Examples of legally responsible persons are the parents of a minor or the guardian of an adult. If there is a legally responsible person, that person is the Employer of Record.)

- Community Living and Support
- Community Networking
- Individual Goods and Services
- Natural Supports Education
- Respite
- Supported Employment
- Supported Living

Members can direct one or more of these services and select agencies to provide the other services.

What Supports Are Available for Employers of Record?

- **Financial Support Agency** - Assists Employers of Record with all financial functions related to the Individual and Family Directed Budget. This is a required service.
 - The Agency's functions include:
 - Files claims for services, pays employees, deducts required taxes and pays Workers' Compensation insurance
 - Conducts employee background checks
 - Monitors expenditures against the Individual and Family Directed Budget
 - Tracks and orders employment supplies
- **Care Coordinators** – Assess members' needs related to self-directing Innovations services and work with them to ensure the Individual Support Plan includes the supports they need to successfully direct their services. Care Coordinators monitor the services and play a key role in ensuring quality of care.
- **Community Navigator** - Paid providers who coach members in carrying out their responsibilities as Employers. For example, Community Navigators provide support in recruiting, hiring and supervising employees.
- **Representative** - An individual selected by the Employer of Record who helps the Employer manage services. The Employer may choose to have a representative or Cardinal Innovations may require one. Representatives assist in making Employer decisions, managing the budget and working with the Employer, Care Coordinator, Financial Support Agency, and Community Navigator to assure that the Employer responsibilities are completed.