



Frequently Asked Questions (FAQs) Short-Term Supports through the Division of Services for People with Disabilities (DSPD)

General

Question: What can I expect from the process?

Answer: Here is an Overview of DSPD/Fiscal Agent process.

1. Once your DSPD Paperwork is turned in you will be contacted by your DSPD worker. This worker is the person who you, and any other parent/guardian, will turn in your timesheets to. They will sign off on your timesheet and forward the timesheet(s) to your fiscal agent. Your fiscal agent will then generate a paycheck to each parent/guardian. The fiscal agent will also send a monthly summary of the budget so you can see what has been spent and what is left. Your DSPD worker can help you understand the budget.
2. Once your fiscal agent paperwork is turned in, you will be contacted by your fiscal agent for a start date. Once the start date has been obtained you may begin recording your hours on your timesheet. A start date must be obtained for each employee - caregiver or respite.
3. The designated parent/guardian that is the employer for the respite worker, must sign off on each respite worker's timesheet. This signature verifies that the hours worked are correct. The parent/guardian employer then sends in the timesheet directly to the fiscal agent. The fiscal agent then generates a paycheck for the respite worker.

Question: What is the total budget available for each individual?

Answer: Each person will have access to a total of \$7,500.00 to be used for Caregiver Compensation and/or respite.

Question: Does the \$7,500.00 include the tablet, Personal Protective Equipment (PPE) and meals for those eligible?

Answer: No, the \$7,500 is in addition to these items.

Question: Will I need to return the tablet after December 30, 2020?

Answer: No, it becomes the property of the individual.

Question: How long will I be receiving this help?

Answer: This will be from September through December 30, 2020.

Question: Will my child with a disability be coming off the waiting list when this funding is over?

Answer: No, this is short-term funding that will end December 30, 2020.

Question: If I have received one-time respite previously, does that disqualify me from this DSPD short-term funding?

Answer: No, it does not.

Question: What is a fiscal agent?

Answer: The company that takes care of payroll, taxes, and pays your employee. It is also known as Fiscal Management Service (FMS). They will process your timesheets and ensure you and your employees get paid.

Benefits

Question: How will Caregiver Compensation affect State Medicaid benefits?

Answer: Currently, income should not be closing Medicaid cases until December 31, 2020.

Question: Could this funding affect other benefits my family received?

Answer: It is possible that you will need to report the income to the Social Security Administration (SSA) or Department of Workforce Services (DWS). You should reach out to DWS and SSA directly to know how this will affect you personally.

Multiple eligibilities

Question: If I have more than one child eligible, can a different caregiver in the household also apply for Caregiver Compensation?

Answer: Yes

Question: For how many hours can a caregiver be compensated per eligible individual per week?

Answer: Up to 40 hours per week per caregiver.

Question: Do I need to complete more than one DSPD packet if I have more than one child receiving these services?

Answer: No, you can add the names of all individuals on the C-19 form, 2-9SA, 2-9EA, 2-9C, and Choice of Services/ Person-Centered Support Plan (PCSP). If there is more than one caregiver, each caregiver should complete a packet individually.

Completing the Paperwork

Question: I don't have a printer. How can I access hard copies of the forms?

Answer: The DSPD packet is all online and can be filled out online via computer, tablet or smartphone. No printing is required. For the fiscal agent packets, there are several options:

- Go to a print shop or library (if available) and pay to have them printed there. Contact the business to see the best way to provide the documents - download to a thumb drive/memory stick, email, upload to their website, etc. This is likely the fastest way.
- Ask a friend, family member, or neighbor if they would be willing to print the documents for you
- Contact the fiscal agent to see if they would mail you a packet
- Contact DSPD ([dspdwlcars@utah.gov](mailto:dspdwlcares@utah.gov)) to see if they could facilitate sending you the appropriate packet
- Contact the Utah Parent Center to see if they can facilitate you accessing a printed packet (UTCares@utahparentcenter.org)

Question: What are all of the Safeguards? What do I check?

Answer: You will check them all. You are specifying that:

1. You are a caregiver who has a child/loved one with a disability.
2. You will meet with an assigned case manager/support coordinator who will create a Person-Centered Plan for your loved one (PCSP). More information can be found on the Utah Parent Center website at <https://utahparentcenter.org/joti/person-centered-planning/> (Person-Centered Planning is a plan to create the best life possible for your loved one and can be done outside of DSPD services by anyone. Use these resources to create a plan that will follow your loved one through after this short-term funding ends.)
3. Because of COVID, your loved one's life, the ability to go to school, receive therapy, or treatment has been affected.
4. You, as the caregiver, are qualified and capable of providing care
5. The pay rate you are receiving (\$17+/hr) is comparable to what an employee providing this care would get.
6. Fiscal Management Service (FMS) is assigned to you and will handle all of your timesheets to pay employees which you turn in, as well as payroll and employer taxes.

Question: Where do you send the paperwork?

Answer: The DSPD packet is sent to DSPD at [dspdwlcars@utah.gov](mailto:dspdwlcares@utah.gov)

The Fiscal Agent packet is sent to the Fiscal Agent:

Leonard Consulting: customerservice@leonardconsultingllc.com

Valentine: payroll@SuperTaxCoach.com, Fax number: 801-593-6823

Morning Sun: email@morningsunfs.com

Question: Morning Sun is my fiscal agent and I have filled out the forms online but it won't let me sign them. What do I do?

Answer: Some forms must have a real signature. You must print those pages, sign them, then scan or take a picture of them to return to Morning Sun.

Question: Where do you find the DSPD/ Department of Human Service (DHS) code of conduct?

Answer:

The DHS code of conduct can be found here: <https://rules.utah.gov/publicat/code/r495/r495-876.htm>

The DSPD code of conduct can be found here:

<https://dspd.utah.gov/pdf/1.20%20Code%20of%20Conduct.pdf>

Question: If you have a current EIN#, will it stay the same?

Answer: Yes. If you don't know what it is, you can go to irs.gov to find it, or ask your fiscal agent (if it is the same one you used previously) if they can retrieve it for you.

Question: Who needs to get a background check/fingerprinting?

Answer: For Caregiver Compensation (i.e. parent providing the care): No.

For Respite: Yes. This applies to everyone who is not a legal guardian, even if they live in the same home.

Question: What is a PID?

Answer: It is a "Personal Identifier" that is assigned by DSPD. Families will not need to find this number.

Question: Where are your options to get fingerprinted?

Answer: The Office of Licensing is only using LiveScan. **Once the Background check paperwork is submitted to the fiscal agent, they will send the information to the Office of Licensing. A LiveScan form will be sent to the employee with instructions on how and where to get fingerprints.**

Question: Can I use Caregiver Compensation and respite?

Answer: Yes. You can use both but only bill up to 40 hours per week for each individual.

Question: If I recently got one-time respite funding, do I need to fill out the 2-9SA 8-page Employer Agreement again for DSPD? What about Forms SS-4 and 2678 to apply for an EIN with the fiscal agent?

Answer: DSPD does not need the Employer agreement again. Regarding the application for EIN, check with the fiscal agent to ensure that they have the correct EIN for you.

Question: The paperwork is overwhelming, who can help me fill it out correctly?

Answer: You can contact the Utah Parent Center to get individual help or to watch videos that are posted on the website. www.utahparentcenter.org/short-term-supports 801-272-1051 utcares@utahparentcenter.org

Question: Do I need to complete more than one employee packet for DSPD/Fiscal Agent if I have more than one employee?

Answer: Yes, each employee will need to fill out the employee forms in each packet. For DSPD, that will be Form 2-9EA (4 pages), Form 2-9C (2 pages), and form 5-3.

For the Fiscal Agent, it will be the W-4 tax withholding form, Form I-9 Employment Eligibility Verification, a direct deposit form, the background check form, plus a copy of the employee's identification - social security card and Driver's license, is required.

Question: Can a respite worker provide services for more than one client that is receiving DSPD Services?

Answer: Yes, it is possible. Your DSPD contact will clarify this with you, if applicable.

Question: Can workers receive overtime pay?

Answer: Discuss this with your DSPD Support Coordinator/Case Manager.

Question: Who sponsored the bill to create this short term DSPD funding?

Answer: Rep Steve Eliason seliason@le.utah.gov and Rep Francis Gibson fgibson@le.utah.gov.

Question: Who else can we thank?

Answer: Angie Pinna (apinna@utah.gov) and Ann Williamson (annwilliamson@utah.gov) and your individual legislator, as well. Their contact information can be found at le.utah.gov

If you have additional questions, you can call the Utah Parent Center at 801-272-1051 or email UTCares@utahparentcenter.org to answer any additional questions you may have about completing the paperwork.