

REGISTRY DO'S AND DON'TS

The following is a suggested guide to the basics of running a caregiver registry. Please keep in mind that each state has different regulations and these are typical industry standards. If your registry is not currently accredited through the Caregiver Registry Standards Board (CRSB) we highly recommend going through that process. info@crsb.com

A registry should meet the following administrative criteria:

- Maintain financial standards if utilizing an escrow account
- Obtain criminal background checks on each owner or administrator
- Maintain general liability insurance and professional liability insurance
- Conduct face to face interviews with all registry caregivers
- Keep all caregiver and client information confidential

A registry should provide the caregiver with:

- A written contract with the registry
- A written explanation of the caregivers responsibilities as an Independent Contractor
- A written explanation of the caregivers tax responsibilities
- A written explanation that the caregiver is utilizing the registry as a source for referrals
- A written explanation that the caregiver is responsible for their own profit and loss

A registry should obtain the following from each caregiver:

- Form W-9, reflecting an EIN, rather than a SSN
- Form I-9
- Criminal background check
- Executed Fair Credit Reporting Act notice/acknowledgement
- Executed *PCA Standardized Self-Employment Disclosure Statement*
- Business name
- Business card, if any
- Representations concerning tools and equipment the caregiver uses in his/her business

A registry should NOT

- Issue a W2 to caregiver;
- Determine the scope of duties or how duties are to be performed by the caregiver
- Dictate how, when or where the work is to be done
- Provide training to the caregiver on required procedures
- Reimburse the caregiver for expenses
- Offer any type of benefit or insurance to the caregiver

