



# Attestations

## in the DirectMyCare Web Portal

After logging into the CDWA DirectMyCare web portal for the first time, you will be asked to answer a series of questions. We call these attestations because they are a declaration to formally certify information. Please use this guide to verify your answers.

Welcome to CDWA! Español

To begin the hiring process with CDWA:

1. Verify your information.
2. Answer the questions about your relationship with the Client(s) you work with.
3. Click 'Continue' or 'Approve' to navigate to the next step.
4. Click 'Stop' or 'Reject' if something is incorrect. CDWA will contact you regarding the information.
5. Contact CDWA at [infoCDWA@consumerdirectcare.com](mailto:infoCDWA@consumerdirectcare.com) if you need help.

Let's get started! Continue

### Step 1: Welcome to CDWA!

1. Verify your information.
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Click **Continue**

Individual Provider Information Español

• If this is you, click 'Continue'.  
• If this is not you, or the ProviderOne ID isn't a match, click 'Stop' and contact CDWA at [infoCDWA@consumerdirectcare.com](mailto:infoCDWA@consumerdirectcare.com).

Item Name	Item Value
ProviderOne ID	ProviderOne ID
First Name	IP First Name
Middle Name	
Last Name	IP Last Name

Stop Continue

### Step 2: Individual Provider Information

- \* If the information matches your information, Click **Continue**.
- \* If the information is incorrect, Click **Stop** and contact CDWA at [infoCDWA@consumerdirectcare.com](mailto:infoCDWA@consumerdirectcare.com)

## Step 3: Client Relationship Information

Your Client's name and information will be displayed. Select **Yes** if you currently provide services to the Client, or **No** if you do not.

- \* If you select **Yes**, choose your relationship to the Client from the drop down menu.
- \* If you select **No**, contact CDWA at [infoCDWA@consumerdirectcare.com](mailto:infoCDWA@consumerdirectcare.com)

Next, choose from the dropdown menu whether you are the **Authorized Representative** for the Client.

Client Relationship Information

Do you still provide services to this Client?  Yes  No.

If no, contact CDWA at [infoCDWA@consumerdirectcare.com](mailto:infoCDWA@consumerdirectcare.com).

Item Name	Item Value
Name	Client Name
ProviderOne ID (If Known)	
Client Age	25

Please select your relationship to the Client, and either yes or no if you are the Authorized Rep for the Client. Please continue for the next questions.

Select your relationship to the Client

Are you the Authorized Representative to the Client?

**Relationship Options:**

- Child
- Legal Representative
- No Relationship
- Other
- Paid Guardian Conservator
- Sibling
- Spouse
- Unpaid Guardian Conservator

**Authorized Representative Options:**

- Please select
- Please select
- Yes**
- No**

\*Click Continue

You will be asked to confirm that you want to proceed to the next series of questions. Click **Yes** to continue.

Are you sure you want to save the data and continue?

**No** **Yes**

## Step 5: Attestation for Difficulty of Care Federal Income Exclusion and EVV Exemption

You will be asked to provide information regarding the difficulty of Care Federal Income Exclusion & EVV Exemption.

### Section A:

- \* If you qualify for the Difficulty of Care Federal Income Exclusion, check the box next to "I attest under penalties of perjury"
- \* All three Difficult of Care criteria checkboxes must be selected in order to qualify for the exemption.
- \* If you qualify and take this exemption, the income you earn for providing care services will be excluded from your federal income taxes.
- \* If you do not qualify for the Difficulty of Care Federal Income Exclusion, check the box next to "I attest I do not live in the same home"

Attestation for Difficulty of Care Federal Income Exclusion & EVV Exemption

Client : Client Name

**Section A: Attestation for Difficulty of Care Federal Income Exclusion**

Certain payments you (Individual Provider) receive for providing personal care services funded by Medicaid in the same home as your Client are considered Difficulty of Care payments and are not subject to Federal Income Tax (FIT) deductions. If you do not have to pay federal income tax, Consumer Direct Care Network Washington (CDWA) will not report your pay as income, and you will not have to pay FIT on qualifying payments. More information regarding the Difficulty of Care Federal Income Exclusion is available on the IRS website: <https://www.irs.gov/individuals/certain-medicaid-waiver-payments-may-be-excludable-from-income>

If you qualify for the Difficulty of Care income exclusion all three statements must apply and the boxes checked.

I provide services to my Client in the same home where the Client also lives. (NOTE: The Client receiving care must live in the same home as the Individual Provider. It does not matter who owns or rents the home.)

I do not live in a different home from my Client.

This is the home where I live and have regular meals, daily life, and holidays with family.

All the above must apply to be eligible for the Difficulty of Care Federal Income Exclusion.

By checking this box, I attest under penalties of perjury, that I am an Individual Provider receiving payments under a state Medicaid Home and Community-Based Services program. I live in the same home with, and I provide personal care services to, the Client listed at top of this attestation screen. I also understand it is my responsibility to update CDWA if my live-in status changes.

By checking this box, I attest I do not live in the same home with the Client listed at top of this attestation screen. I also understand it is my responsibility to update CDWA if my live-in status changes.

For questions regarding the Difficulty of Care Federal Income Exclusion, please refer to the IRS website about IR Notice 2014-7:

<https://www.irs.gov/individuals/certain-medicaid-waiver-payments-may-be-excludable-from-income>

CDWA does not provide tax advice. If you have questions regarding the Difficulty of Care Federal Income Exclusion, please contact your tax professional.

### Section B:

- \* If you qualify for the Electronic Visit Verification Exemption, check the box next to "I attest that I live in the same home"
- \* If you do not qualify for the Electronic Visit Verification Exemption, check the box next to "I attest that I do not live in the same home"

Section B: Attestation for Electronic Visit Verification (EVV) Exemption

The Consumer Directed Employer (CDE) program allows for Individual Providers living in the same home to be exempt from the EVV requirement.

By checking this box, I attest that I live in same home with, and provide personal care services to, the Client listed at top of this attestation screen. I also understand it is my responsibility to update CDWA if my live-in status changes. I further understand that CDWA will regularly do an address comparison between the Client's address CDWA has on file to your address we have on file.

By checking this box, I attest that I do not live in same home with, and provide personal care services to, the Client listed at top of this attestation screen. I also understand it is my responsibility to update CDWA if my live-in status changes.

**Continue**

Click **Continue**. You will receive a verification message asking if you want to save the data and continue. Click **Yes** to continue.

### Step 6: Attestation for Employment Tax Exemption Based on Age, Student Status, and Family Relationship

This will ask you to acknowledge information regarding the Employment Tax Exemptions based on certain relationships.

- \* If you have questions on how to fill out this Attestation, please refer to the following IR resources

[IRS Publication 926 – Household Employer's Tax Guide](#)  
[IRS Article: Medicare and Self-Employment Tax Liability](#)

Check the box next to the Attestation then click **Continue**. You will receive a verification message asking you want to save the data and continue.

Click **Yes** to continue.

Attestation for Employment Tax Exemptions Based on Age, Student Status, and Family Relationship [Español](#)

**Client DILLON FIRKES**  
 Individual Providers providing domestic services, such as personal assistance, may be exempt from paying certain federal and state taxes based on the Individual Provider's age, student status, or family relationship to the Client. In some cases, the employee may also be exempt based on the Individual Provider's status. If you qualify for these exemptions, you must take them.

[IRS Publication 926 – Household Employer's Tax Guide](#) - <https://www.irs.gov/pub/irs-pdf/f5490.pdf> and IRS article: Foreign Student Liability for Social Security and Medicare Taxes - <https://www.irs.gov/individuals/international-taxpayers/design-student-ability-for-social-security-and-medicare-taxes>

CDWA will determine the tax exemptions that apply based on your answers to the following questions:

1. Are you a non-resident alien temporarily in the United States on an F-1, J-1, M-1, or Q-1 visa admitted to the US for the purpose of providing domestic services?
 

Yes, that description fits my status.

No, that description does not fit my status.
2. Are you the child of the Client (Managing Employer) [includes adopted children]?
 

Yes, my Client (Managing Employer) is my parent (mother or father).

No, my Client (Managing Employer) is not my parent.
3. Are you the spouse of the employee?
 

Yes, my Client (Managing Employer) is my spouse (husband, wife).

No, my Client (Managing Employer) is not my spouse.
4. Are you the parent of the Client (Managing Employer) [includes adopted children]?
 

Yes, my Client (Managing Employer) is my child (son or daughter).

By checking this box, I understand if I have identified a relationship that qualifies, the FICA exemption is not optional, and I must take the exemption. I also understand I must notify CDWA if my status changes.

**Continue**

Thank You

Español

You have verified all your information CDWA received from the State of Washington.

Click on the Workday button below to continue your hiring process. Thank you and welcome to CDWA!



### Step 7: Thank You

You will receive a Thank You message from CDWA. Click on the Workday icon to continue your onboarding process.