



TIPS ON HIRING RESPITE PROVIDERS

Hiring your own respite provider usually cost less than using an agency respite provider. When hiring your own respite provider, you are considered the actual employer. Things to consider when you are the employer:

- You will need to find a respite provider, interview them, and train them
- You will need to check references if you require them
- You are responsible for doing a background check if you desire one (forms may be found at the local police station)
- You are responsible for hiring and if necessary, firing them
- You will need a backup plan in case the provider gets sick or doesn't show up
- You will need to negotiate a rate of pay
- You will decide on when they work
- You will be liable if they are hurt while providing care
- If you pay them a provider \$600 in a year, you become an IRS employer and will need to need to register with the IRS

Finding a Provider:

- You may use family members if they are at least 18 years old and do not live with the person to be cared for
- Friends and neighbors may be interested or know someone who is
- Local churches may be good sources

Training a Provider:

- Meet with the provider and your loved one to see how they get along
- Show them how to care for your loved one
- Give them step-by-step instructions for any special care that is needed
- Be specific about what is NOT allowed around your loved one
- Make sure they know what to do in case of an emergency