

Home Help Provider Enrollment Process

Individual Provider

Agency Provider

Note: Agencies must obtain approval from MDCH before they can receive the agency rate for providing Home Help program services.

Process Summary

1. A DHS worker meets with the client/beneficiary and the individual interested in serving as the provider.
2. The DHS worker performs the assessment to determine if the client/beneficiary is eligible for services and if the interested provider is capable of providing the services.
3. If the DHS worker approves the client/beneficiary for services and the interested provider as available to provide services, the provider is given a preliminary approval.
4. The interested provider is screened for activity related to Medicare and Medicaid fraud. Persons with a history of Medicare and Medicaid fraud may not participate as providers.
5. The client/beneficiary and the interested provider will be notified of their respective approval or denial to participate in the Home Help program.

See website link below to ASM 135 for a detailed explanation of the process.

Process Summary

1. The information submitted to MDCH for approval as an agency depends on whether the agency employs or subcontractors their workforce. A submission packet includes a letter expressing interest in becoming a Home Help agency provider, and the following information must be provided:
 - If the workforce is employed, the agency must submit the most recent 940 or 941 (unless this is a new agency), W-9 or the response from the IRS to an SS-4 application (See www.irs.gov for forms) and proof of registration with the Michigan Unemployment Insurance Agency, and a A packet should also include a letter of interest in becoming a Home Help agency provider. See the links below for address and fax number to submit the information.
 - If the workforce is contracted, the agency must submit recent 1099s issued for at least two employees (unless this is a new agency), or two contractor work agreements signed by at least two employees, a W-9 or the response from the IRS to an SS-4 application. A packet should also include a letter of interest in becoming a Home Help agency provider. See the links below for the address and fax number to submit the information.
2. If approved the agency will receive a letter from the MDCH within 60 days of application submission.
3. The agency must submit a copy of the W-9 to Vendor Registration. See the links below for address and/or fax number to submit the information.
4. The agency representative meets with the DHS Adult Services Specialist to be enrolled and screened for activity related to Medicare and Medicaid fraud. Persons with a history of Medicare and Medicaid fraud may not participate as providers.
5. The agency will be notified of their approval or denial to participate in the Home Help program within 60 days of application submission.

See website links below to ASM 135 and ASM 136 for a detailed explanation of the process.