

March 17, 2021

<Provider Name>
<Provider Address 1>
<Provider Address 2>
<City> <State> zipcode5-zipcode4

Dear Home Help Agency Provider:

RE: Assisting Home Help Clients and Agency Caregivers with the COVID-19 Vaccine

The Michigan Department of Health and Human Services (MDHHS) is taking steps to ensure COVID-19 vaccine access for Medicaid beneficiaries and their direct care workers. This letter outlines the Home Help agency provider's role in this initiative.

Providing Proof of Agency Caregiver COVID-19 Vaccine Eligibility

Home Help agency caregivers are health care workers who have direct contact with Home Help clients when providing them with in-home personal care services. As such, they meet the definition of an essential worker and are in priority category Phase 1A, Priority Three, Group B of the Michigan COVID-19 vaccination schedule. As essential workers, they are eligible for the COVID-19 vaccine.

Home Help agency caregivers may be asked to provide proof of their eligibility from their employing agency providers. Enclosed you will find recommended language for a proof of eligibility letter. You are not required to use this language, but should:

- Use the Home Help agency caregiver's full name and, where possible, their mailing address in your letter to minimize the potential of others using the letter to register for the COVID-19 vaccine.
- Print your letter on company letterhead and include the current date and an authorized agency representative's signature. If company letterhead is not available, provide information that demonstrates you are the agency caregiver's employer.

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Helping Home Help Clients Access the COVID-19 Vaccine

MDHHS is working to ensure Home Help clients have timely access to the COVID-19 vaccine. Agency providers can help by:

- **Advising clients of their COVID-19 vaccine eligibility.** As Home Help clients become eligible for the COVID-19 vaccine, please advise them of their eligibility. If they do not know how to schedule their vaccination, please give them the COVID-19 vaccine website address and hotline number. The website address is Michigan.gov/COVIDVaccine. The hotline number is 1-888-535-6136.
- **Helping clients understand the COVID-19 vaccine.** Provide agency caregivers with copies of the MDHHS document entitled “COVID-19 Vaccines: Frequently Asked Questions” so they can give it to the clients they serve or help answer questions clients may have. To access the document, go to www.michigan.gov/COVIDVaccine and click on the “Get Your Questions Answered” tab.
- **Helping clients overcome barriers to vaccination.** Common barriers include a lack of transportation and an inability to leave the home. You can help by brainstorming options with the client or encouraging the client to call the COVID-19 hotline at 1-888-535-6136 or contact their adult services worker.

The COVID-19 vaccine supply is limited. Some local health departments may not be able to vaccinate agency caregivers and Home Help clients in eligible priority groups at this time. Encouraging them to register for the COVID-19 vaccine now will help ensure they can be vaccinated as soon as the supply allows.

Thank you for partnering with MDHHS to ensure the safety of your staff and the Home Help clients you serve. For more information about the COVID-19 vaccine, call 1-888-535-6136 or go to www.michigan.gov/COVIDVaccine.

Sincerely,



Kate Massey, Director
Medical Services Administration

Enclosure

Recommended Language for Agency Caregiver COVID-19 Vaccine Eligibility Letter

<Current Date>

<Agency Caregiver Home Address>

Dear <Agency Caregiver's First and Last Name>:

You are receiving this letter as a Home Help agency caregiver for <Insert Agency Name>. You are a health care worker who has direct contact with Medicaid beneficiaries when providing them with in-home personal care services. As a health care worker, you are an essential worker. **As an essential worker, you are now eligible to receive the COVID-19 vaccine at no cost to you.**

This letter serves as proof that you are an essential worker providing in-home personal care services through the Michigan Department of Health and Human Services (MDHHS) Home Help program. **Please keep this letter until you have been vaccinated. You may need it to prove you are eligible for the COVID-19 vaccine.**

You may be asked to provide your priority category in the Michigan COVID-19 vaccination schedule. You are in priority category **Phase 1A, Priority Three, Group B.**

To learn how to schedule your vaccination appointment with your local health department, go to [Michigan.gov/COVIDvaccine](https://www.michigan.gov/COVIDvaccine). If you do not have internet access, or cannot locate information for your county online, please call 1-888-535-6136 and press option "5." A representative will help you find information about the COVID-19 vaccine in your area and will schedule your vaccination appointment if available.

The COVID-19 vaccine supply is limited. Your local health department may not be able to vaccinate people in your priority category at this time. However, registering for the COVID-19 vaccine now will help ensure you can be vaccinated as soon as the supply allows.

For more information about the COVID-19 vaccine, call 1-888-535-6136 or go to [Michigan.gov/COVIDVaccine](https://www.michigan.gov/COVIDVaccine). MDHHS recommends you read the "Frequently Asked Questions" document on this website. To access the document, click on the "Get Your Questions Answered" tab.

<Signature and Name of Authorized Agency Representative>

<Agency Name>