

## What is the role of the MFP waiver case manager in the self-directed model?

Your MFP waiver case manager will work with you to assess your situation and help you figure out the types of supports or assistance you may need to manage your self-directed services. Your case manager can help determine the types of supports you may need to assist you with managing self-directed services. Your case manager will evaluate your need for services, authorize your services, make sure that you understand your responsibilities, and provide you with ongoing skills training as necessary to help you manage the self-directed model successfully.



If you are interested in learning more about MFP Self-Directed Waiver Services, please contact your MFP Case Manager:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Money Follows  
the Person (MFP)  
self-directed  
waiver services



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## What are MFP self-directed waiver services?

The MFP Residential Supports (MFP-RS) and MFP Community Living (MFP-CL) waivers provide you with a service delivery option called the self-directed model. This model provides you with the option to self-direct certain waiver services. You can choose who provides your services, set their schedule to provide services, and decide what tasks they perform. If you elect this option you become the employer of the direct care worker (worker) for your self-directed waiver service.

## Which MFP waiver services can be self-directed?

The **MFP-RS Waiver** has the following services that may be self-directed:

- Individual Support and Community Habilitation
- Peer Support

The **MFP-CL Waiver** has the following services that may be self-directed:

- Adult Companion
- Chore Service
- Homemaker
- Individual Support and Community Habilitation
- Peer Support
- Personal Care

## How does your Direct Care Worker get paid?

MassHealth contracts with agencies called fiscal intermediaries (FI) that will help you with the employer-required tasks of employing a worker, such as: receiving and processing your worker's time sheets; preparing your worker's paychecks and direct deposits; sending the paycheck to you to give to your worker; filing and paying your share of state and federal taxes, including unemployment; buying workers' compensation insurance for your worker; and issuing a W-2 to your worker.



## What are my responsibilities if I choose the self-directed model?

If you choose to self-direct services, you become the employer of your direct care worker. You will be responsible for the employer-related tasks such as recruiting, hiring, scheduling, training and, if necessary, firing your worker.

You will be responsible for completing and sending all required paperwork as requested by the FI. This includes your worker's timesheet. You will sign all weekly timesheets and send them to the FI, which certifies that your worker worked the listed hours. You will make sure that the number of hours your worker listed on the timesheet does not exceed the number of weekly hours that your MFP waiver case manager authorized.

You must sign the Waiver Participant Agreement form. This form describes your specific employer responsibilities. Your MFP waiver case manager will be available to teach you about your rights and responsibilities as an employer of your worker.

## What if I need help managing the self-directed model?

If you can't manage the self-directed model on your own, you may need a surrogate. A surrogate is a person who knows you and your needs and will share in the management of the self-directed services. If you don't know anyone who can be your surrogate, your MFP waiver case manager may arrange for a surrogate who can assist you in managing your self-directed services.