

Hiring Your Direct Care Workers

How hiring works when you direct your own care



Summary: As part of your plan to get the support you need at home, you may hire caregivers. This is an overview of how to do that.

WHO YOU CAN HIRE

- In most cases, you can hire someone you already know and trust - a friend, neighbor, adult child, or other family member. You can also hire someone you don't know, whom you identify through a job posting, or a website that connects caregivers with people looking to hire them. The choice is yours.
- Your worker must be at least 18 and pass a background check before they can start providing paid care.

HOW THE HIRING PROCESS WORKS

1. **Tell Veterans Choose who you'd like to hire:** Once you've identified a worker, you can send them a link via MyLynk to onboard electronically or inform your Enrollment Advocate and Veterans Choose will initiate onboarding.
2. **Your worker completes their onboarding:** Your worker will complete a background check and all required employment paperwork.
3. **Wait for approval before they begin working:** Your worker must complete all required onboarding steps and receive clearance before providing paid care. Veterans Choose will let you know when your worker is approved to begin working.

SETTING PAY AND SCHEDULE

Once you've chosen your worker:

- You and your worker agree on a rate of pay within the limits of your program. Document the agreed-upon rate on the worker's Pay Rate form.
- You and your worker establish a schedule based on your care needs and your approved budget.
- Your worker submits their hours through MyLynk, and you review and approve their time.

Once your Direct Care Worker is approved, you're ready to begin directing your care and managing your approved services through your VDC plan.

Important: Your Direct Care Worker should not begin providing paid care until Veterans Choose confirms that their onboarding is complete, and they are approved to start.