

## EMPLOYER OF RECORD 101

Understanding your **role and responsibilities**

## The Employee of Record (EOR)

**The Employer of Record (EOR)** is the person who performs the functions of the employer in the consumer-directed model. The EOR may be the Participant receiving services or another person designated by the Participant as their representative. However, the EOR cannot be an Attendant.

## Before You Become an EOR

**Before you become an EOR**, it is important to understand your role and responsibilities. Consumer Direct Care Network Virginia (CDVA) encourages prospective EORs to review required duties. Only pursue the EOR role if you are confident you can complete the duties outlined below.

## What it Takes to be an EOR

1. Attendant management duties; include but aren't limited to:
  - Recruiting, training, supervising, and dismissals.
  - Establishing schedules, tasks, and performance evaluation criteria.
  - Ensure Attendant(s) do not work if the Participant is in a hospital or nursing home.
  - Maintaining documentation of the services provided by Attendant(s).
  - Establishing a process for time submission and approval.
  - Approving and signing off on time worked/submitted.

## EOR Requirements

1. Ensure Attendant(s) use approved Electronic Visit Verification (EVV) method to clock in/out for each shift.
  - Visit [ConsumerDirectVA.com/Training-Materials](https://ConsumerDirectVA.com/Training-Materials) to find additional EVV resources.
2. Obtain an Employer Identification Number (EIN). This will be requested on your behalf, unless you already have an EIN.
  - Sign tax paperwork
3. Represent only one Participant.  
*(Exception: An EOR can represent more than one Participant if all Participants live at the same address.)*
4. Report abuse, neglect, or exploitation of a Participant to the Department of Social Services.
5. Report suspected Medicaid fraud by calling the Virginia Medicaid Fraud Hotline.

If you have questions please email [InfoCDVA@ConsumerDirectCare.com](mailto:InfoCDVA@ConsumerDirectCare.com)

**Our staff are happy to assist you.**