

HIRING A CAREGIVER

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Photo everything in the house.

Have bank statements mailed to a relative. If the bank will do so, have duplicate statements sent to the home.

Have direct withdrawals for regular expenses such as utilities, phone, cable TV, etc.

Pay caregiver by check.

Have clear understanding of:

Income Tax withholding (state and federal) FICA

Consider using an accountant or payroll service company.

Consider Worker's Compensation laws and expenses.

Have list of what you expect of the caregiver. Some items to consider:

Groceries

- Who purchases the groceries?
- How are groceries paid for, paid for or reimbursed?

Cleaning

- Vacuuming
- Mopping
- Cleaning bathrooms

Laundry

Meal Preparation / Meal Cleanup

Bathing or assisting with bathing

Get references and check them out.

Have limits on the number of friends/relatives of the caregiver that can visit and the length of visits.

Be sure the caregiver knows who to inform about all house maintenance matters.

Insurance

- Use of caregiver's car
- Use of family's care by caregiver

Schedule days off for caregiver. Don't make them a prisoner in the house.

Have a written contract which caregiver signs recognizing that Mom/Dad may become attached to caregiver, may offer to make gifts to caregiver, may offer to pay extra to caregiver, etc. Caregiver is to resist and refuse all gifts and extra pay unless family member approves in writing.

Be sure caregiver doesn't have access to any of the assets, stocks, bonds, expensive jewelry, certificates of deposit, etc.

If convenient for caregiver to be able to write checks, open a special checking account with the caregiver being authorized to sign checks. Have budgeted amount deposited to account when planned. Have caregiver get receipts and write check number on the receipts. Have caregiver mail receipts at least monthly to a designated family member. Provide pre-addressed stamped envelopes for this purpose.

Remember, as a counselor, we need to help our clients avoid problems, not only for themselves but for their loved ones.

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