



## Registry Do's and Don'ts

The following is a suggested guide to the basics of running a caregiver registry. Please keep in mind that each state has different regulations and these are typical industry standards. If your registry is not currently accredited through the Caregiver Registry Standards Board (CRSB) we highly recommend going through that process. [crsb@privatecare.org](mailto:crsb@privatecare.org).

A registry should meet the following administrative criteria:

- Maintain financial standards if utilizing an escrow account
- Obtain criminal background checks on each owner or administrator
- Maintain general liability insurance and professional liability insurance (covering the registry but not covering the caregivers)
- Conduct face to face interviews with all caregivers (being careful not to evaluate subjective factors, such as caregiver likeability, or whether a specific caregiver would work well with a particular client)
- Keep all caregiver and client information confidential

A registry should provide the caregiver with:

- A written contract with the registry
- A written explanation of the caregiver's legal compliance responsibilities as an Independent Contractor relative to the registry, e.g., tax, unemployment, and workers' compensation
- A written explanation that the caregiver is utilizing the registry as a source for referrals
- A written explanation that the caregiver is responsible for their own profit and loss

A registry should obtain the following from each caregiver:

- Form W-9, reflecting an EIN, rather than a SSN
- Form I-9 or attestation of eligibility to work in the U.S.
- Criminal background check
- Executed Fair Credit Reporting Act notice/acknowledgement
- Executed *PCA Standardized Self-Employment Disclosure Statement*
- Business name
- Business card, if any
- Representations concerning tools and equipment the caregiver uses in his/her business

A registry should NOT

- Issue a W2 to caregiver
- Set a caregiver's pay rate
- Determine the scope of duties or how duties are to be performed by the caregiver
- Dictate how, when or where a caregiver's work is to be done
- Provide caregivers with any training, policies, procedures or other materials concerning how to provide home care
- Reimburse the caregiver for expenses
- Offer any type of benefit or insurance to the caregiver

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