

Draft for public comment: PCA/CFSS provider agency worker wage and benefit requirements

Page posted: Draft	Page reviewed:	Page updated:
Legal authority	Minn. Stat. §256B.85	
Comparison of PCA and CFSS	DHS is in the process of replacing PCA with CFSS. For more information about this transition, refer to CFSS Manual – Transition from PCA and CSG to CFSS .	
	Similarities	
	In both PCA and the CFSS agency model, the policies and procedures for worker wages and benefits are the same, as outlined on this page.	
	Differences	
	In the CFSS budget model, the person or their representative is responsible to follow responsibilities listed in the CFSS-specific section on CFSS Manual – PCA service options and CFSS models . This page does not include information about the CFSS budget model.	
Definition	Responsible party (RP)/participant’s representative: An individual who is age 18 or older and capable of directing care on behalf of a person receiving PCA/CFSS services when the person is assessed as unable to direct their own care. In PCA, this individual is called the RP. In CFSS, this individual is called the participant’s representative.	
	Note: All references to “representative” on this page refer to the participant’s representative, unless otherwise specified.	
Overview	PCA/CFSS provider agencies must follow all applicable local, state and federal laws related to worker wages and benefits. This page outlines additional policies provider agencies must follow.	
	For information about financial management services (FMS) provider requirements, refer to CFSS Manual – FMS providers for CFSS .	
Provider agency responsibilities	Each PCA/CFSS provider agency is responsible to:	
	<ul style="list-style-type: none"> • Determine 72.5% of its revenue from the PCA/CFSS rate (refer to the included costs section on this page). • Pay PCA/CFSS wages and benefits equal to or greater than the sum total of 72.5% of the revenue from the rate for PCA/CFSS services. • Document compliance with this policy (refer to the documentation section on this page). 	
Included costs	The 72.5% applies to the aggregate amount the PCA/CFSS provider agency receives for all the covered PCA/CFSS services provided by all PCA/CFSS workers.	
	The employer portion of PCA/CFSS wages and benefits in the 72.5% may include, but is not limited to:	
	<ul style="list-style-type: none"> • Wages for the worker’s time providing PCA/CFSS services. • Insurance (e.g., health, dental, vision, life, health care savings account, long-term care, short- and long-term disability). • Vacation, sick and overtime benefits. • Wages for time providing non-billable services (e.g., attending training, transportation between people using PCA/CFSS services). • Retirement benefits. • Payroll taxes (e.g., FICA, FUTA, SUTA, Medicare, workers’ compensation). • Tuition reimbursement and continuing education benefits. • Mileage reimbursement. • Uniform allowance. 	