

CLIENT RESPONSIBILITIES

Personal Assistance Services:

- I understand VR will fund up to the number of personal assistance hours noted in this plan.
- I understand the personal assistance hours billed must correlate with my attendant's time sheets. No payment can be made without the completion of the time sheet and an authorization.
- I will contact my VRC if any changes in my personal assistance are made.
- I will notify my counselor if any other resources for personal assistance services are secured from outside agencies.
- I understand the personal attendant is not an employee of VR or the State of Missouri. My attendant will, however, receive an IRS Form 1099 from the State of Missouri, if applicable.
- If a justifiable reason exists which prevents the direct authorization of payment to the attendant, personal assistance services may be temporarily authorized to me and I will then be responsible for paying my attendant.
- I understand that if I am paying my attendant, I will be responsible for complying with all applicable IRS tax laws including reporting of income.