



Informational Sheet

Requirements

High School Diploma
Illinois Drivers License
Car Insurance/Home Owners/Renters Insurance/Professional Liability Insurance
Financial Credit Check
3 Professional/Personal References
Drug Screening
Police Background Check
TABE Test-Basic Reading Skills Test
Home Study-survey of compatibility and the home environment
Training-state mandated direct service training
State Fire Marshall Inspection-state inspector assessing fire and safety requirements
DHS Site Inspection-state inspector assessing size of the home and general safety

Income Range

Income is based on the following:

- Per Diem rate of 53% of the individuals top line rate.
- This is based on 365 days per year.
- Provider payment occurs after the first month of service.
- Checks are distributed from EPIC on the first day of business of each month.

Expenses

- Provider makes arrangements and pays for transportation to and from day program/and or work. This includes personal vehicle, City Lift or City Link Transportation.
- Provider pays for the individual to eat a hot lunch at day program and/or provide a sack lunch from home.
- General household items such as laundry detergent and hygiene supplies, unless the individual prefers something special.

Financial Assistance

- Each individual may qualify for a DHS SNAP Card Benefit. Because we want our individual to be treated as one of your family members, it is allowable to use this benefit to supplement the food budget of your home. We ask you to allow the individual to pick the snacks and foods they would enjoy based on their diet plan.
- Individuals are given \$50 per month for personal spending. We ask the Provider to assist the individual in budgeting this money for life skill education.
- Individuals may own their own cell phones or have cable services in their room. There is a maximum fee of \$10 that can be charged to the Individual for cable tv.

General

- DHS Regulations allows for a maximum of 2 individuals per Host Family Provider.
- Host family home must meet State Fire Marshall Regulations, DHS CILA Regulations and EP!C Policies and Procedures as outlined in the contract.
- Provider is expected to be available to meet the needs of the individual 24 hours a day 7 days per week, or need to make arrangements with the team of trained relief staff.
- You and the individual are allowed to have pets in the home as long as you mutually agree upon these terms.

Relief Services/Vacation

Relief Staff are trained DPS staff who are qualified to provide care to the individuals living in your home. They are EP!C employees who can assist the provider in multiple ways such as: providing care while staying in your home during the day, evening or overnight, providing care in an alternate residence, assisting the individual on outings, such as shopping, local sight-seeing, etc. Relief staff are not utilized to do babysitting of biological family members, house work or pet care. However, they will leave your home exactly in the state they find it.

Relief

- Relief time is provided to the individuals at no additional cost to the provider or individual. This time was created to give both the provider and individual away time.
- Providers are given an average of 20 hours per month.

Vacation

- 14 days per year of vacation.

Contract

To Be Completed Before Contract Signing

- Complete Therapy training and demonstrate proficiency using the program for individual documentation.
- Have a computer device (desk top, lap top or tablet) with internet access for documenting.
- Epic will have a licensed contractor install a Hot Water Mixing Valve in your home. Water Temp will be 110.
- Have a landline telephone available for individuals to use in case of an emergency.
- Car, Homeowners, Professional Liability Insurance as described in the contract.
- Declare ownership of weapons in your home and provide us with a safety plan to keep individuals from using the weapons.
- Your vehicle must be in running condition, therefore we need to have a safety checklist filled by a certified automobile mechanic out and returned