Definitions of Commonly Used Terms

The following words and terms, when used, have the following meaning, unless the context clearly indicates otherwise:

Agent

In this manual, "agent" refers to a Vendor Fiscal/Employer Agent conducting business on behalf of a participant/employer. (See below for *Fiscal/Employer Agent* and *Vendor Fiscal/Employer Agent*.)

Personal Support Worker

A "Personal Support Worker (PSW)" is any individual who is recruited hired, trained, directed, and supervised by the participant for whom personal care services and/or other support activities are being provided.

Participant

In this manual, the term "Participant" refers to the individual who uses the services of the Illinois State Department of Developmental, who in turn hires a worker to serve as a personal support worker. The words "participant" and "employer" refer to the same individual and may be used interchangeably. (See *Representative* below.)

Participant's Worker

In this manual, the term "participant's worker" refers to a direct support worker or employee hired by a participant to provide personal services associated with activities of daily living. The terms ""Participants worker" and "employee" refer to the same individual and may be used interchangeably.

Participant Enrollment Packet

The ACES$ Participant Enrollment Packet contains all forms relevant to (1) orienting a participant to ACES$, its services, and required paperwork; and (2) educating the participant on how to prepare the documents required of employers.

Participant's Personal Support Worker's Employment Packet

The ACES$ Participant Employment Packet holds information related to the participant's worker or attendant. It contains all forms needed both for managing the participant's payroll process and for filing relevant tax forms and reports with Federal, State, and local taxing authorities.

Participant Folder

The ACES$ Participant Folder is the participant's permanent file, holding all documents (copies or originals) received, prepared, or filed on behalf of the participant and participant's worker.

Fiscal / Employer Agent (F/EA)

An F/EA provides a neutral site or "bank" for an individual participant's budget funds, which allows the funds to follow the individual program participant rather than the agency-based provider. There are two F/EA models that operate under section 3504 of the IRS code [or amendments]: the Government F/EA and the Vendor F/EA. (See *Vendor Fiscal / Employer Agent* below.)

Household Employee

Any individual hired to do household work, over which the employer has control of both what work is done and how it is done, is considered a household employee for the purposes of paying wages, withholding taxes, and paying employer taxes. Household employees may be hired to fill a variety of worker roles, including that of the personal care attendant.

Representative

A participant's representative is the individual who assists in managing his or her participant-directed personal care services. The representative does not function as the participant's personal care worker or case manager. The representative does not have a financial relationship with any agency providing personal care or intermediary services to the individual. The participant, his or her guardian, or a person granted power of attorney may designate a representative to act on the individual participant's behalf. The representative is the Employer on behalf of the participant.

Unemployment Compensation

Unemployment compensation refers to money set aside to provide financial compensation to workers who have lost their jobs due to no fault of their own. Both Federal and State governments collect taxes from employers that pay into an unemployment compensation insurance fund for the benefit of their workers.