

Things You Can and Can't do When Hiring Support Staff in Self-Directed Services

If you self-direct the services you get from the Division of Developmental Disabilities (DDD), you can hire your own support staff. The staff you hire are called Direct Support Professionals (DSP's). Here are the things you can and can't do when hiring and managing the DSPs you choose to work for you.



Things You Can Do

- Hire DSPs of your choice, including family, such as a sibling, parent (birth, adoptive, or step-parent), guardian, or other family member, or a non-family member, such as a friend or other person.
- Hire someone you live with after getting approval from DDD first.
- Work with a fiscal intermediary of your choice to pay your DSPs and track your DDD service budget.
- Decide what to pay your DSPs (must be between \$20-\$35 per hour) for services they provide.
- Decide if you want to offer your DSP benefits, like health insurance or mileage.
- Decide your DSP holiday schedule.
- Make sure your DSPs are writing case notes after each shift.
- Let DDD know in writing when you need your DSPs to work overtime.
- Meet with a support broker 4 times a year to check on ISP goals if you hire a parent/guardian as your DSP.
- Have a back-up plan for when your DSP cannot make it to work.



Things You Can't Do

- Hire staff to help you run your own business.
- Regularly schedule your DSP to work more than 40 hours a week.
- Regularly schedule your DSP to work more than 12 hours a day.
- Allow two parents hired as DSPs to work more than a combined 40 hours a week.
- Pay your DSP overtime unless approved by DDD.
- Pay your DSP to sleep overnight.
- Pay your DSP bonuses.
- Pay your DSP's travel costs if they go on vacation with you.
- Pay your DSP to go on vacation with you outside of the country.

If you have questions, please contact your BHDDH Social Caseworker

