Steps for Paying Personal Assistants with Bureau of Rehabilitation Services Payment Plan

1. Keep the time sheet for each personal assistant that works with you.

2. Make sure you don't go over the amount of hours you and your BRS counselor agree you need.

   _____ = Total hours per week authorized for your personal assistance services

3. Send a copy of time sheets to your BRS counselor every 2 weeks with copy of check stub from BRS check sent to you every two weeks.

4. You will receive a check for _____ every two weeks. Use your timesheets to determine how much to pay each PCA. You will pay each PCA **up to** $_____ an hour (the current Medicaid rate) for 2 weeks' worth of work using your own checking account and check book.

   Hours worked for 2 weeks multiplied by the rate you are paying should equal checks made out to each of your assistants.

5. If you do not use all the BRS money in those 2 weeks, please save it to use later in the semester. **Remember that your BRS counselor is keeping track of what you spend using your timesheets, and that the money must be used only for paying your personal assistants.**

6. If your schedule changes or your needs for personal assistance services increase or decrease from _____ hours a week as agreed upon, or _____ every two weeks, please call your BRS counselor immediately so we can make changes to your future checks.

7. If you have any questions, please call your BRS counselor at _____.