



Cincere Home Health Care

DODD FAMILY GUIDE

Can a Family Member Be Paid to Provide DODD Care?

A plain-language readiness guide for Ohio families

Serving Hamilton, Butler, and Warren Counties | Updated August 2026

Ohio waiver rules may allow a qualifying family member to provide authorized services as an employee of a certified agency.

Whether this is possible depends on the person's waiver, authorized service, Individual Service Plan (ISP), age, caregiver relationship, living arrangement, legal authority, assessed needs, and health and safety requirements.

This guide will help you:

- ✓ Understand who makes which decisions.
- ✓ Gather the information your Service and Support Administrator (SSA) and Cincere will need.
- ✓ Know which questions to ask and what steps usually come next.

Important

Having a waiver does not automatically mean a family member can be paid. The SSA and planning team determine the authorized service and hours. Cincere decides whether it can safely and operationally accept the case and employ the proposed caregiver.

Use this guide to prepare - not to make an eligibility or authorization decision.

How the process works

Three groups have different roles. Knowing who does what makes the process easier to follow.

1

You and your family

Identify the person's needs and preferences, the proposed caregiver, the schedule, and any current gaps in care.

2

The SSA and planning team

Assess needs, identify the appropriate waiver service, authorize the ISP and service hours, and determine whether added reviews or approvals are required.

3

Cincere Home Health Care

If Cincere is selected, we review whether the arrangement is a safe and workable agency fit. After authorization, we employ the caregiver and manage the agency responsibilities.

What agency employment means

The family caregiver becomes a Cincere employee and is paid through Cincere payroll - not directly by the state. The caregiver must follow the authorized plan, assigned schedule, agency policies, and documentation requirements.

When the arrangement is approved, Cincere may handle:

✓ Employment Setup

Application, employment eligibility, background and registry checks.

✓ Payroll

Wages, payroll taxes, timekeeping, and overtime review when applicable.

✓ Supervision

Agency oversight, performance expectations, and communication.

✓ Training

Orientation, service-specific preparation, person-specific instruction, and ongoing training.

✓ EVV and Records

Electronic Visit Verification setup, service documentation, and record retention.

✓ Coverage Planning

Schedule review, backup planning, and escalation when coverage is unavailable.

What to gather before you call

Complete what you know. "Not sure" is an acceptable answer. Bring this page to your SSA conversation and Introduction to Cincere call.

1. Person and county

Name of person to receive services _____

County board

☐ Hamilton ☐ Butler ☐ Warren ☐ Other: _____

SSA name and contact _____

Age and waiver

Age: _____ Waiver: ☐ Individual Options (IO)
☐ Level One ☐ SELF ☐ Not sure

2. Service and schedule

Current/proposed service

☐ Homemaker/Personal Care (HPC) ☐ Participant-directed HPC ☐ Shared Living ☐ Not sure

Days, times, and hours: _____

Authorized/requested schedule _____

Current provider situation

☐ No provider ☐ Provider ending ☐ Added coverage needed ☐ Family wants agency employment

3. Proposed caregiver

How many caregivers _____

Name and relationship

Name: _____
Relationship: _____

Living arrangement

Does the caregiver live in the same home? ☐ Yes
☐ No ☐ Not sure

Legal role, if any

☐ Guardian ☐ Power of attorney ☐ Authorized representative ☐ Representative payee ☐ None/not sure

4. Support needs to describe

- ☐ Personal care, transfers, mobility, eating, or toileting
- ☐ Medication assistance or delegated health-related activities
- ☐ Evening, weekend, awake overnight, or two-to-one support
- ☐ Communication, supervision, behavior support, or community safety
- ☐ Transportation or community access
- ☐ Current gaps in care and the backup plan when the caregiver is unavailable

Protect private information

Do not upload a diagnosis, Medicaid identification number, birth date, ISP, guardianship papers, or medication list through a general website form. Cincere will explain how to submit private documents through the proper intake process.

Questions to take to your SSA

The exact facts matter. Use these questions to get a clear answer about the service arrangement and required steps.

- 1 Does the person have a waiver and authorized service that could support an agency-employed family caregiver?
- 2 Which service arrangement best fits: agency Homemaker/Personal Care, participant-directed Homemaker/Personal Care, Shared Living, or another option?
- 3 Does the caregiver's relationship to the person - or any guardianship, power of attorney, representative-payee, or other legal role - create added conditions or limits?
- 4 If the person is an adult and the caregiver lives in the same home, should the planning team evaluate whether Shared Living applies?
- 5 What service hours, schedule, staffing ratio, overnight support, and backup coverage are approved and authorized?
- 6 What ISP, provider-selection, and payment-authorization steps must be completed before services can begin?
- 7 What documents may the family and SSA share with Cincere, and how should they be sent securely?

Your path to the first shift

The order can vary by county and by the person's situation, but this is the usual sequence.

1

Complete this guide

Gather the waiver, service, caregiver relationship, living arrangement, schedule, and SSA information you already know.

2

Talk with the SSA

Confirm which service arrangement should be considered and whether added reviews or approvals may apply.

3

Schedule a call with Cincere

Cincere will walk through the service, schedule, caregiver relationship, support needs, and backup plan

4

Complete provider selection and authorization

The individual chooses a qualified and willing provider. The SSA and planning team complete the required ISP and payment-authorization steps.

5

Complete caregiver onboarding

The proposed caregiver completes the employment application, required checks, training, payroll, EVV setup, and person-specific orientation.

6

Confirm the start in writing

Services begin only after required authorization and onboarding are complete. Cincere provides the next step, responsible person, and follow-up date.

Before services begin

- ☐ The provider selection and service authorization are complete.
- ☐ Payroll and Electronic Visit Verification are set up.
- ☐ Cincere has confirmed the authorized start date in writing.
- ☐ The caregiver's employment checks, orientation and required training are complete.
- ☐ The schedule and backup-coverage plan are confirmed.

Do not start early

A family member should not begin working or recording billable service time until Cincere confirms that authorization and onboarding are complete.

Common questions

These answers are general. The SSA, planning team, and Cincere must review the person's actual situation.

Does having a waiver automatically qualify a family caregiver?

No. The authorized service, assessed need, caregiver relationship, living arrangement, legal role, health and safety requirements, provider selection, and other conditions still must be reviewed.

Can a guardian or relative with power of attorney be paid?

Sometimes. The exact relationship, legal role, court authorization when applicable, and Ohio rule requirements must be reviewed.

Can a family caregiver work more than 40 hours?

There is no blanket answer. Some relationships and legal roles have hourly limitations, and exceptions or added authorization may exist. Cincere must also review overtime, schedule sustainability, and backup coverage.

How quickly can care start?

Timing depends on the ISP, provider authorization, required reviews, employment checks, training, EVV, payroll setup, and missing documents. Cincere will provide a written next-step list rather than promise a fixed start date.



Ready to discuss a possible family caregiver arrangement?

Call Cincere for a brief family caregiver fit conversation.

513-383-1116 | info@cincerehhc.com | www.cincerehhc.com

Educational notice. This guide is not legal advice and does not determine eligibility, provider selection, service authorization, hours, or payment. Rules and county processes can change. Confirm current requirements with the individual's SSA and planning team. Official Ohio rules reviewed August 1, 2026.

Official Ohio sources: OAC 5160-44-32; 5123-9-30; 5123-9-33; 5123-9-03; and 5123-2-08.