

**EOR**  
**Responsibilities:**

- Review & understand Mi Via Service Standards
- Monitor delivery of services
- Monitor budget
- Hire/ terminate service providers
- Negotiate wages for service providers
- Approve timesheets & vendor payment requests
- Assist service providers and vendors with payment issues
- Respond to RFI's
- Assist with Service and Support Plan
- Train service providers

**What is an Employer of Record (EOR)?**

An Employer of Record or EOR is an individual responsible for directing the work of Mi Via employees for Mi Via participants. The EOR has both employer authority and budget authority in the Mi Via Waiver. Although the EOR is an unpaid role, the EOR plays a vital part in ensuring that the Mi Via participant accesses and receives their services.

**Employer Authority**

The EOR functions as the employer of the Mi Via participant's service providers. The EOR supports the participant to recruit, hire, supervise and direct the service providers (employee/vendor) who render services and supports.

**Budget Authority**

The EOR supports the participant to exercise his/her authority and responsibility to manage the participant-directed budget. The EOR makes decisions about what Mi Via Waiver services are selected and authorized in the person-centered Service and Support Plan (SSP) and manages the dollars authorized in the participant's budget.

**Who can be an EOR?**

- A Mi Via participant may be his or her own EOR unless the participant is a minor or has an authorized representative (i.e. guardian) over financial matters in place.
- A participant may also designate an individual of his or her choice to serve as EOR.
- If a participant is utilizing employees, they must designate an EOR.
- The EOR should be someone who knows the participant and has an interest in ensuring that the participant accesses and receives their services.

**Who supports the EOR?**

- Consultants - guide, assist and educate on the Mi Via Waiver
- The Fiscal Management Agency (FMA) provides supports to the EOR by:
  - Providing training on how to submit and approve timesheets and mileage online, and how to access and understand the FOCOS online system.
  - Conducts background checks on all potential employees
  - Makes payment to employees and vendors as approved by the EOR
  - Provides liability insurance and worker's compensation for the participants' employees

