



LRI TRAINING WEBINAR

Presented By:

Acumen Admin Team

OBJECTIVES

Gain	Gain a comprehensive understanding of the role of an LRI.
Explore	Explore who can qualify for an LRI
Review	Review the process for transitioning employers within the LRI framework.
Understand	Understand the purpose and completion process of the Difficulty of Care form.

WHAT IS AN LRI?

- Legally Responsible Individuals (LRI) are parents or guardians of minor children and spouses of adults. Previously, LRI were not permitted to be paid caregivers for their family members receiving Habilitation Training Specialist (HTS) services under the Developmental Disabilities Services (DDS) waivers.
- In February 2025, a new process began that will allow this. The Centers for Medicare and Medicaid Services (CMS) has approved Oklahoma's application to allow Legally Responsible Individuals to be paid family caregivers of Non-Residential HTS, if they meet certain rules.



WHO IS AN LRI?

- A biological or adoptive parent(s) of a minor child;
- A step-parent of a minor child;
- A foster parent of a minor child;
- A legal non-volunteer guardian of a minor child;
- A spouse of a service recipient;
- Anyone deemed legally responsible by court order

STEPS TO BECOMING AN LRI

Start the process by contacting your DDS case manager to see if you qualify

CMS requires the waiver recipient to have extraordinary caregiving needs. This will be assessed by the Oklahoma Choice Assessment, conducted by a DDS evaluator

If extraordinary care has been approved, the waiver recipient will receive an OKCA Approval Letter

A copy of this approval letter will need to be sent to Acumen before we can begin processing the LRI's enrollment application

MOST COMMON SCENARIOS

Brand New to Self Direction? This what we need to start enrollment;	Currently Enrolled and adding an LRI? This is what we need to start enrollment;	Currently Enrolled and changing EOR and adding LRI? This is what we need to start enrollment;
<ul style="list-style-type: none">• OKCA APPROVAL LETTER• New Referral from your Case Manager• All new enrollment Paperwork for EOR and LRI	<ul style="list-style-type: none">• OKCA APPROVAL LETTER• Enrollment paperwork for LRI	<ul style="list-style-type: none">• OKCA APPROVAL LETTER• New Referral from your Case Manager• All new enrollment Paperwork for the new EOR and LRI <p>*Additional paperwork may be needed if there are other HTS staff currently working*</p>

UNDERSTANDING EOR SWITCHES

Changing an Employer of Record (EOR) is essentially establishing a new business. There are several key considerations to be aware of prior to the transition.

- All time submissions under the current employment must be completed and approved before moving forward. The old EOR will not be able to go back and approve punches after the switch has been completed. The new EOR cannot approve punches before his/her GTG date.
- Advise any current HTS not to punch in until Enrollment calls/emails that the change is complete. If the HTS is punched in, the Enrollment Specialist/Agent must wait until the punch is complete before moving forward with the EOR change.

DIFFICULTY OF CARE

A Difficulty of Care (DOC) form is used to document if a caregiver qualifies for tax-exempt income under IRS rules.

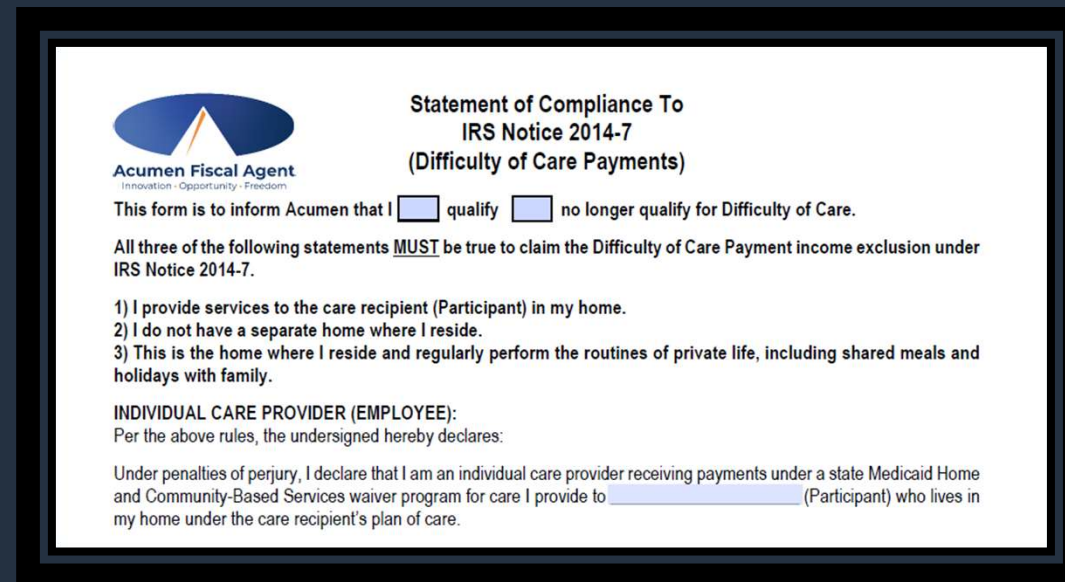
To qualify, you must be able to answer 'yes' to below questions.

1. I provide services to the individual in my home. (it doesn't matter who owns the home)
2. I do not have a separate home where I reside.
3. This is the home where I reside and regularly perform the routines of my private life, including shared meals and holidays with family.

Acumen does not determine nor verify if an employee qualifies for Difficulty of Care payments.

If you think you qualify, please let your agent know during enrollment and they will be able to provide you with the form.

Example of the DOC Form



The image shows a sample of the 'Statement of Compliance To IRS Notice 2014-7 (Difficulty of Care Payments)' form. The form is titled 'Statement of Compliance To IRS Notice 2014-7 (Difficulty of Care Payments)' and includes the Acumen Fiscal Agent logo. It contains a declaration section where the caregiver must indicate if they qualify for the Difficulty of Care Payment income exclusion under IRS Notice 2014-7. The form also includes a list of three statements that must be true to claim the exclusion: 1) I provide services to the care recipient (Participant) in my home. 2) I do not have a separate home where I reside. 3) This is the home where I reside and regularly perform the routines of private life, including shared meals and holidays with family. The form is signed by the Individual Care Provider (Employee) and includes a declaration under penalties of perjury that the provider is an individual care provider receiving payments under a state Medicaid Home and Community-Based Services waiver program for care.

Acumen Fiscal Agent
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**Statement of Compliance To
IRS Notice 2014-7
(Difficulty of Care Payments)**

This form is to inform Acumen that I ☐ qualify ☐ no longer qualify for Difficulty of Care.

All three of the following statements **MUST** be true to claim the Difficulty of Care Payment income exclusion under IRS Notice 2014-7.

1) I provide services to the care recipient (Participant) in my home.
2) I do not have a separate home where I reside.
3) This is the home where I reside and regularly perform the routines of private life, including shared meals and holidays with family.

INDIVIDUAL CARE PROVIDER (EMPLOYEE):
Per the above rules, the undersigned hereby declares:

Under penalties of perjury, I declare that I am an individual care provider receiving payments under a state Medicaid Home and Community-Based Services waiver program for care I provide to _____ (Participant) who lives in my home under the care recipient's plan of care.

DIFFICULTY OF CARE FAQ

- ❑ I'm not sure if I qualify for Difficulty of Care. Where can I get more information?
 - ❑ Go to the IRS website at <https://www.irs.gov/individuals/certain-medicaid-waiverpayments-may-be-excludable-from-income>
- ❑ What happens after the form is sent into Acumen?
 - ❑ Once Acumen processes the form, the employee will no longer have federal income tax withheld from their pay. The employee's W-2 will be blank in boxes 1 and 2 per IRS instruction
- ❑ I no longer qualify for the exclusion, what should I do?
 - ❑ Complete a new 'Statement of Compliance to IRS Section 131 Notice 2014-7 (Difficulty of Care) form, marking that you no longer qualify and send it into Acumen.
 - ❑ Acumen does not determine or verify if an employee qualifies for Difficulty of Care. If the employee no longer qualifies, it is their responsibility to submit this form to Acumen.

QUESTIONS?

Thank you for attending our webinar!
Please contact us for more information:

DDS Phone Number:

[877-364-2835](tel:877-364-2835)

We can also be contacted by email
at AcumenOK@Acumen2.net

