



Alabama Non-Medical Home Care

There is no license required for private pay home care. There are licenses required to provide home care for the Medicaid program. There are also two programs for non-wealthy self-pay home care that fall under the same license. If you intend to provide self-pay home care, we recommend obtaining a Medicaid license.

Reserving Your Business Name

For-profit corporations are required to reserve a corporate name. You do not need to reserve names for the following types of companies: non-profit corporations, limited liability companies, limited partnerships or limited liability partnerships.

Corporate name reservations cost \$10.00 and may be done by calling 334-242-5324.

Some frequently asked questions are available on the [Name Reservations](http://www.sos.state.al.us/business/names.htm) page published by the Alabama Office of the Secretary of State. <http://www.sos.state.al.us/business/names.htm>

Federal Employer Identification Number (FEIN)

A Federal Employment Identification Number is required of all home care companies who will have employees. You may apply (Form SS-4) for an FEIN by calling the Business and Specialty Tax Line weekdays between 7 a.m. and 10 p.m. Eastern time at 1-800-829-4933. You may also apply online using the [Internet EIN Application](http://www.irs.gov/businesses). For more information visit www.irs.gov/businesses.

Income Tax Withholding Registration

Your business must be registered with the state to withhold income tax from your employees.

You may register online using the [Sales and Income Tax Online Registration](http://www.ador.state.al.us/salestax/register.html). If you need assistance contact the Alabama Department of Revenue at 334-242-1490. <http://www.ador.state.al.us/salestax/register.html>

Workers' Compensation

Companies with employees are required to carry workers' compensation insurance. For more information on acquiring workers' compensation insurance contact the Workers' Compensation Division of the Department of Industrial Relations. The telephone number is 1-800-528-5166 within Alabama or 334-242-2868.

Unemployment Compensation

You must file Form SR-2. You may download the [Unemployment Compensation Application](http://dir.alabama.gov/docs/forms/uc_sr2_application.pdf) and mail it to Unemployment Compensation Division, Status Unit, 649 Monroe Street, Room 416, Montgomery Alabama, 36131-4200. For more information contact the Status Unit 334-242-8830. http://dir.alabama.gov/docs/forms/uc_sr2_application.pdf

(Note: Not for profit organizations must contribute to Unemployment Compensation if they have four or more employees.)

Home Care Licensing

Three levels of home care licensing are available in Alabama.

- Medicare/Medicaid Certified Home Health Agencies
- Administering Agency For the Elderly and Disabled Medicaid Waiver
- Life Care Programs, Private Duty Home Care

Most private duty companies will be licensed as Life Care Programs. You may receive reimbursement from six reimbursement programs.

- Elderly and Disabled Medicaid Waiver
- Alabama Head Injury Foundation
- Title 20
- Division of Risk Management
- Options I/Options II (self-pay programs for individuals)
- Title III and Title III-D

Licensure is managed by the Bureau of Home and Community Services. You may reach them by calling 1-800-225-9770.

Companies who wish to use private pay as their only source of revenue, and who will not provide medical care are not licensed by the state. Licensure is only required for Medicare, Medicaid or State Life Care programs.

Information on this page is believed accurate as of the most recent update, January 26, 2006.

This guide is meant as a starting point for business creation research, and may not be complete or current.
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