



## Arkansas Non-Medical Home Care

Arkansas provides employers with a great resource for starting up a new business. It's the [Arkansas Small Business Development Center](#). Although Arkansas does not require a license specifically for home care agencies, there are many other registrations required by the state. If the information we have provided for you below is not sufficient, please take advantage of the Arkansas Small Bus. Dev. Center. There you should be able to find answers to all of your questions for starting up your Private Duty Home Care business.

### Home Care Licensing

Arkansas does not require a specific license for home care agencies.

### Registering Your Business

After completing zoning regulations on your property, the next step is to apply for a business license. There is an application fee that ranges between \$50-\$1000, depending on the legal structure of your business. Some cities and counties do not issue business licenses. On average, you will have to renew your license annually. For further information please contact either:

[City of Little Rock](http://www.accesslittlerock.org/departments/) <http://www.accesslittlerock.org/departments/>  
Treasury of Management Division, Room 100  
500 Markham Street (City Hall)  
(501)371-4566

or

[City of North Little Rock](http://www.northlr.org/city-services/) <http://www.northlr.org/city-services/>  
Business Licenses  
120 Main Street  
(501)975-8895

If you would like additional information about starting a business in Arkansas register for Start Up Seminars through the [Arkansas Small Business Development Center](http://asbdc.uarl.edu/training/start.asp). <http://asbdc.uarl.edu/training/start.asp>

### 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](#). For more information visit [www.irs.gov/businesses](http://www.irs.gov/businesses).

### Income Tax Withholding Registration

"Employers are required to withhold tax from wages of employees who work within the State of Arkansas. Employers are not required to withhold Arkansas tax from the wages of any employee who does not work within the State of Arkansas, unless the employee is a resident of Arkansas and the state where they are employed does not have a state income tax." (Taken from the [Starting a New Business in Arkansas](#) guide.)

[http://www.state.ar.us/dfa/income\\_tax/documents/starting\\_a-new\\_business.pdf](http://www.state.ar.us/dfa/income_tax/documents/starting_a-new_business.pdf)

The Department of Finance and Administration for the State of Arkansas has an [Instruction Manual](#) available for registering and filing withholding tax statements. [http://www.state.ar.us/dfa/income\\_tax/documents/AR4ER.pdf](http://www.state.ar.us/dfa/income_tax/documents/AR4ER.pdf)

For further information contact the

[Office of Income Tax Administration](#) [http://www.arkansas.gov/dfa/income\\_tax/tax\\_index.html](http://www.arkansas.gov/dfa/income_tax/tax_index.html)

- [view downloadable forms](#) [http://www.arkansas.gov/dfa/dfa\\_taxes.html](http://www.arkansas.gov/dfa/dfa_taxes.html)
- call the Little Rock Administration office (501) 682-7290.

## **Workers' Compensation**

Questions about Workers' Compensation can be directed to the:

*Arkansas Workers' Compensation Commission*

PO Box 950

Little Rock, AR 72203-0950

AWCC Information Officer: (501) 682-3930

[rlucy@awcc.state.ar.us](mailto:rlucy@awcc.state.ar.us)

The [Arkansas Workers' Compensation Commission](#) website also offers a list of downloadable forms.

## **Unemployment Compensation**

For Unemployment Insurance reporting requirements call the:

Employment Security Department

Status and Rate Unit

(501)682-3268

Remember that timely registration and reporting will permit full FUTA credits.

To preview, register and file your unemployment taxes online go to the [Arkansas Employment Security Department](#) website and click on ***UI Employer Forms***.

## **State Management of Medicaid**

For any questions about Arkansas state regulations on Medicaid for your business, please contact the:

*Department of Human Services of Arkansas*

P.O. Box 1437, Slot 1100

Donaghey Plaza South

Little Rock, AR 72203-1437

Local: 1-501-682-8292

Toll-Free: 1-800-482-5431 (Eligibility call 1-800-482-8988)

or you can contact [Arkansas Medicaid](#) by visiting their website. <http://www.medicaid.state.ar.us/>

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. Living Assistance Services, Inc. shall not be liable for errors or omissions