



## Delaware Non-Medical Home Care

Although Delaware does require a home care agency license, the process for obtaining this license is outlined below in a step-by-step format. All other required licenses and registrations are provided for you by either direct web links, or through department contact information. Take advantage of the *Step-by-Step Guidelines* and the *Combined Registration Application* links, to speed your process in understanding and completing your business registrations.

### Home Care Licensing

Within the state of Delaware, if you provide Personal Care Services (assistance with ADL's) there is no distinction between *Home Health* and *Home Care*. For questions about pending legislation (which may be complete by the end of 2005) on creating a separate set of regulations for Home Care, contact Susan Craig at the number below.

Basic steps in acquiring a HHA License:

- \$500 application fee
- Two meetings with HHS
- Meeting 1 - to get compliance manual
- Meeting 2 - present business plan and policy manual

\*\*\*To meet HHA regulations, your agency must have an RN on full time staff.\*\*\*

For questions and application submissions, contact:  
Susan Craig (302)995-8521

### Registering Your Business Name

Step-by-Step --- Your first step is... Legal Structure.

- View this [legal structure table](http://www.state.de.us/revenue/services/Business_Tax/business_structures_table.pdf) ([http://www.state.de.us/revenue/services/Business\\_Tax/business\\_structures\\_table.pdf](http://www.state.de.us/revenue/services/Business_Tax/business_structures_table.pdf)) to help you determine what kind of business format best suits your future.
- After choosing the legal structure, then you will be able to follow [Step-by-Step Guidelines](http://www.state.de.us/revenue/services/Business_Tax/Step2.shtml) ([http://www.state.de.us/revenue/services/Business\\_Tax/Step2.shtml](http://www.state.de.us/revenue/services/Business_Tax/Step2.shtml)) provided by the official Delaware state website, which will guide you through various stages of registration, along with 13 different state departments and their web links.

In the section below labeled **State Income Tax Withholding** you can link to a form for business license registration as well as withholding.

### 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](http://www.irs.gov/businesses).

## State Income Tax Withholding

In the state of Delaware, if an employer is required to withhold federal taxes, they are also required to withhold income tax from their employees for state taxes. To find answers to your questions on state withholding visit the [Delaware State](http://www.state.de.us/revenue/services/Business_Tax/WH_FAQS.shtml) ([http://www.state.de.us/revenue/services/Business\\_Tax/WH\\_FAQS.shtml](http://www.state.de.us/revenue/services/Business_Tax/WH_FAQS.shtml)) website, which includes downloads for state filing forms as well as an [Income Tax Rate Chart](http://www.state.de.us/revenue/services/Business_Tax/TaxComputation.pdf). ([http://www.state.de.us/revenue/services/Business\\_Tax/TaxComputation.pdf](http://www.state.de.us/revenue/services/Business_Tax/TaxComputation.pdf))

### The Combined Registration Application

([http://www.state.de.us/revenue/services/Business\\_Tax/taxforms/common\\_used\\_forms/cra.pdf](http://www.state.de.us/revenue/services/Business_Tax/taxforms/common_used_forms/cra.pdf)) allows employers to register for a business license along with registering for state tax withholding from their employees. After completing the registration form, mail it along with any necessary fees to:

Division of Revenue  
PO Box 8750  
Wilmington, DE 19899-8750

## Workers' Compensation

In Delaware, employers who carry at least one employee are required to carry Workers' Compensation Insurance. Workers' Compensation is paid directly by the employer or the employer's WC insurance carrier. To speak with someone directly about this vital insurance, call one of the two WC offices listed below.

Wilmington Office:  
(302)761-8200  
Milford Office:  
(302)422-1392

You can also read over the [Office of Workers' Compensation](http://www.delawareworks.com/industrialaffairs/services/WorkersCompInfo.shtml#compensation) (<http://www.delawareworks.com/industrialaffairs/services/WorkersCompInfo.shtml#compensation>) web pages provided by the state website.

## Unemployment Compensation

To apply for an unemployment insurance account number you must file **Form UC-1 Report to Determine Liability**, and if liable, apply for an *Employer Account Number*. Employers should submit a Form UC-1 no later than 20 days after the first day of business. This single registration form covers obligations to seven state agencies. The employer only completes sections that apply to his/her business.

Reviewing the *Delaware Department of Labor's Unemployment Insurance Handbook for Employers* ([http://www.delawareworks.com/Unemployment/forms/Empl%20handbook\\_website.pdf](http://www.delawareworks.com/Unemployment/forms/Empl%20handbook_website.pdf)) can save you time on the phone or backtracking for answers to your questions about applying for UI. (see page 33 for liability information)

To request a registration form, call the Unemployment Insurance Employer Contributions Unit (302)761-8484. You can also...

- download the form (**UC-1**) (<http://www.delawareworks.com/Unemployment/forms/uc1.pdf>) from the Delaware Works website
- The Department of Labor also provides a brief [FAQs](#) page for employers

To contact one of the four UI offices in Delaware and the Information Hotline number follow this link: <http://www.delawareworks.com/Unemployment/locations.shtml>

## State Management of Medicaid

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

**Delaware Health and Social Services** (<http://www.dhss.delaware.gov/dhss/index.html>)

1901 N. DuPont Highway

P.O. Box 906, Lewis Bldg.

New Castle, DE 19720

Local: 1-302-255-9040

Toll-Free: In-State Calls Only 1-800-372-2022

**Centers for Medicare and Medicaid Services** (<http://www.cms.hhs.gov/>) may provide you with additional information.

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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