



Louisiana Non-Medical Home Care

There are several basic business registrations and licenses that must be obtained before hiring employees within Louisiana state borders. Specifically for non-medical home care agencies, a license must be received from the Department of Health and Hospitals to operate as an in-home care company. In addition to information about this license, below you will see web links and contact information for several federal and state departments which regulate entities within the state of Louisiana.

Home Care Licensing

There is a required license for home care agencies within the state of Louisiana.

To request a licensing packet contact:

The Department of Health and Hospitals

Division of Health Standards

Lisa Deaton – Manager

(225)342-0138

PO Box 3767

Baton Rouge, LA 70821-3767

Registering Your Business Name

To reserve the business name of a new corporation or entity contact the

[Corporate Division of the Secretary of State's Office](http://www.sos.louisiana.gov/comm/comm-index.htm) (<http://www.sos.louisiana.gov/comm/comm-index.htm>). If it is available you can reserve the name when your corporation process has been completed. Contact the office at (225) 925-4704 or visit their website.

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/small/article/0,,id=102767,00.html) (<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>). For more information visit www.irs.gov/businesses.

State Income Tax Withholding

In order to withhold state taxes from your employees you must first obtain a *Louisiana Revenue Account Number*.

You can register for this number by one of two ways:

- calling the Central Registration Section: (225)219-7318. They will send you an application of registration.
- registering online: The [Louisiana Department of Revenue](http://www.revenue.louisiana.gov/sections/business/default.asp) (<http://www.revenue.louisiana.gov/sections/business/default.asp>) website has made state tax withholding for employers very easy. For registration forms and electronic filing visit their website.

Workers' Compensation

All employers in the state of Louisiana must provide Workers' Compensation Insurance for their employees. There are three different ways that you as an employer can go about securing this insurance:

- private insurance company
- self-insurance
- group self-insurance

Read through the [Key Steps in WC for Employers](http://www.ldol.state.la.us/bus_employerkeysteps.asp) (http://www.ldol.state.la.us/bus_employerkeysteps.asp)

Download ([Form 1025ER](http://www.ldol.state.la.us/qm_formsindexdetail.asp?LookupValue=OWCA)) (http://www.ldol.state.la.us/qm_formsindexdetail.asp?LookupValue=OWCA) *Employer's Certificate of Compliance* along with many other WC related forms.

For further information contact the Workers' Compensation District Office nearest you. To access the state map with district office links click here, [MAP](http://www.ldol.state.la.us/bus_owcadistrictofficelisting.asp) (http://www.ldol.state.la.us/bus_owcadistrictofficelisting.asp).

Unemployment Compensation

Louisiana requires every employer within the state pay both State and Federal Unemployment Insurance Taxes. To obtain compensation through the state you must submit a *Status Report, LDOL-ES 1* (<http://www.laworks.net/forms/wts/statusreport.pdf>) for determination of liability. Requirements for obtaining UI include the following:

- If an employer pays wages of \$1,500 or more during any quarter in the current or preceding calendar year, or has at least one individual employed during some portion of a day during 20 or more separate calendar weeks.

After your application for liability has been approved you are required to file a *Quarterly Report of Wages Paid*, (Form LDOL-ES 4). You can do this in one of two ways:

- By Mail: Louisiana Department of Labor
Office of Regulatory Services
EFT Processing/UI Accounting
PO Box 94100
Baton Rouge, LA 70804-9186
Phone (225)342-2955
- By Fax: (225)342-5822

To read instructions on these two filing formats go to the [Department of Labor](http://www.laworks.net/homepage.asp) (<http://www.laworks.net/homepage.asp>) website and click on the following... Find the Unemployment Insurance tab at the top of the page and scroll down to the manual link, *Employer Handbook Business Owner's Manual* (section 4).

State Management of Medicaid

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

[Louisiana Department of Health and Hospitals](http://www.dhh.state.la.us/) (<http://www.dhh.state.la.us/>)
P.O. Box 91278
Baton Rouge, LA 70821-9278
Local: 1-225-342-9500

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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