



Maryland Non-Medical Home Care

In the state of Maryland, individuals desiring to start up a non-medical home care agency must obtain a required license through the Office of Health Care Quality if they will be providing personal care, which includes (bathing, hands-on care) or skilled nursing care. However, agencies which will only be providing companion care services do not have a required license. There are various federal and state departments which regulate state entity operations, who must be contacted. Please read below to find links and contact information for completing these registrations.

Home Care Licensing

To register for the required "Personal Care" (Hands-On Care) license in the state of Maryland you must do the following:

- Send a request to (Kathleen Russell)
Office of Health Care Quality
Spring Grove Hospital Center, Bldg. BB
55 Wade Ave.
Cantonville, MD 21228

The request must include a brief letter explaining your services and your general service area.

- A confirmation will be sent to you informing you of the next available class where the license can be acquired.
- The class is a *Mandatory Residential Services Agency Information Session* – by attending you will be able to receive the license application.

Registering Your Business Name

To start up a business in Maryland you must [Register Your Business Name](http://www.dat.state.md.us/sdatweb/checklist.html#regi) (<http://www.dat.state.md.us/sdatweb/checklist.html#regi>) with the state. To obtain a *Trade Name Application* or to register, click on this link and read through the *Instructions* provided.

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

To register for a *Business Tax Account for State Withholding* follow this link, [Comptroller of Maryland](http://business.marylandtaxes.com/faq/faqanswh/q1.asp) (<http://business.marylandtaxes.com/faq/faqanswh/q1.asp>).

You can either:

- [download a paper copy](#)
- [process information online](#)

*** If you would like to register for **State Withholding and Unemployment Insurance** at the same time follow the instructions under the Unemployment Compensation section below. ***

Workers' Compensation

To find answers to your questions about Workers' Compensation for Maryland employers visit the [Maryland Workers' Compensation Commission \(http://www.wcc.state.md.us/Gen_Info/FAQ_Employers.html\)](http://www.wcc.state.md.us/Gen_Info/FAQ_Employers.html) website. To comply with Maryland regulations for WC you must obtain insurance through one of the following ways:

- a private insurance company
- the [Injured Workers' Insurance Fund \(http://www.iwif.com/\)](http://www.iwif.com/)
- becoming a self-insured employer.

Unemployment Compensation (You can register for state withholding at the same time!)

To register for Unemployment Insurance as a Maryland employer you must file a *Combined Registration Form*, no later than 20 days after your first day of business. If you choose to file:

- a **paper form** you can call toll free (800)492-5524
- **online** go to [Comptroller of Maryland \(http://www.comp.state.md.us/\)](http://www.comp.state.md.us/) (Click on this link, look under the "Tax Information" links on the left side of the page, find the "Business Taxes" link then choose "Combined Registration Application.")

*** (This form allows you to register for State Tax Withholding as well.) ***

State Management of Medicaid

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

[Department of Health and Mental Hygiene \(http://www.dhmf.state.md.us/\)](http://www.dhmf.state.md.us/)
P.O. Box 17259
Baltimore, MD 21203-7259
Local: 1-410-767-5800
Toll-Free: 1-800-492-5231

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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