



Massachusetts Non-Medical Home Care

Massachusetts supports in-state home care agencies, as well as regulates the start-up and operation of such businesses. Below is information on acquiring the necessary home care agency license, through the Division of Occupational Safety. Along with this, you will find web links and contact information to various federal and state departments which establish a business as a legal entity.

Home Care Licensing

The required license for home care agencies in Massachusetts is completed through the Division of Occupational Safety. For further information they can be contacted at:

Division of Occupational Safety
Employment Agency Program
399 Washington St. 5th Floor
Boston, MA 02108
Local: 617-727-3696

In Massachusetts, they will determine if, as an applicant, you have an appropriate background to run an agency in a "Hearing of Application" process. An office inspection will also be required prior to the hearing. It takes about 4 weeks to process the application.

Registering Your Business

In order to be recognized by the state as an operating entity, businesses are required to register with the Secretary of State. Click here to [Register Online](http://www.mycorporation.com/secretary-state/Massachuset.htm) (<http://www.mycorporation.com/secretary-state/Massachuset.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/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

All businesses in Maryland who have at least one employee are required to register their business with the Department of Revenue. [Webfile](https://wfb.dor.state.ma.us/webfile/Business/Public/WebForms/Registration/TA1/WhoRegister.aspx) (<https://wfb.dor.state.ma.us/webfile/Business/Public/WebForms/Registration/TA1/WhoRegister.aspx>) allows employers to register for withholding online quickly and easily. Click on the link provided and scroll to the bottom of the page to begin registration.

Workers' Compensation

"All employers in Massachusetts are required by state law to carry workers' compensation insurance covering their employees, including themselves if they are an employee of their company."

"You can obtain insurance through an insurance agent or broker who handles business insurance, or through a direct writer of insurance."

(Information courtesy of the [Department of Labor Employer's Guide](http://www.mass.gov/dia/DESKSCAN/erguide.pdf) <http://www.mass.gov/dia/DESKSCAN/erguide.pdf>).

For more information call:

Workers' Compensation Rating and Inspection Bureau
(617) 439-9030."

Unemployment Compensation

You must register with the [Division of Unemployment Assistance](https://ipassecurity.detma.org/ipass/loginnew.asp?IPC=2) (<https://ipassecurity.detma.org/ipass/loginnew.asp?IPC=2>) for Unemployment Insurance if:

- you are a new Massachusetts employer
- you are starting a new business
- you have one or more employees.

To register for Unemployment Insurance online your business must already be registered with the state. Click on the above link and then click on the link labeled **Register your new business**," to register for Unemployment Insurance.

State Management of Medicaid

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

Office of Health and Human Services of Massachusetts

(<http://www.mass.gov/portal/site/massgovportal/menuitem.7892fc7bf83731c14db4a11030468a0c/?L=1&L0=Home&sid=Eeohs2>)

600 Washington Street

Boston, MA 02111

Local: 1-617-628-4141 (for provider only)

Toll-Free: 1-800-325-5231

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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