



## New York Non-Medical Home Care

New York is very similar to that of business start-up in many other states. The links and contact information for several federal and state departments, which regulate business operations within NY, can be found below. Also, the New York Department of State requires a Home Care License in order to own and operate this type of agency. Read below to find out how to complete the application and registrations for this license.

### Home Care Licensing

There is a required license for home care agencies within New York State. To familiarize yourself with these rules and regulations, log onto the [Department of State](http://www.dos.state.ny.us/) website. (<http://www.dos.state.ny.us/>)

- Refer to Article 36 of the Public Health law
- Look up sections 700.765 and 766 of Title 10 of the New York Codes

For further information on acquiring this license contact:

New York Home Care Licensing

Christopher Gimbrone

518-408-1629

### Registering Your Business Name

To register your business and get things rolling, it would be helpful to read over the pamphlet titled [Starting a Business](http://www.gorr.state.ny.us/gorr/StartingaBusiness.PDF) (<http://www.gorr.state.ny.us/gorr/StartingaBusiness.PDF>), which will guide you through business registration, whether you choose to operate as a sole proprietorship, corporation or one of several other legal structures.

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

### State Income Tax Withholding

To register for *State Tax Withholding*, go to the section below titled Unemployment Compensation and register for both of these employer requirements at the same time.

### Workers' Compensation

To read about an employer's responsibilities to carry Workers' Compensation and how they can comply with the state on this issue, visit the [NY State WC Board](http://www.wcb.state.ny.us/content/main/Employers.jsp) (<http://www.wcb.state.ny.us/content/main/Employers.jsp>) website and click on the link labeled, *Employers' Handbook*.

### Unemployment Compensation

To register for **Unemployment Insurance** and **State Withholding** at the same time, you can follow this link to the **Department of Taxation and Finance** ([http://www.tax.state.ny.us/sbc/starting\\_business.htm](http://www.tax.state.ny.us/sbc/starting_business.htm)) webpage and scroll to the application for the *NYS-100 form*.

### **State Management of Medicaid**

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

**New York State Department of Health** (<http://www.health.state.ny.us/>)  
Office of Medicaid Management  
Governor Nelson A. Rockefeller Empire State Plaza, Corning Tower Building  
Albany, NY 12237  
Local: 1-518-486-9057  
Toll-Free: 1-800-541-2831

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