



Pennsylvania Non-Medical Home Care

Pennsylvania, unlike many other states, doesn't require a specialized license for Home Care agencies. Getting your Private Duty business started is just a few clicks away.

Home Care Licensing

As of July 7, 2006 Governor Rendell signed into law Act 69 which amended the health care facilities act to include home care agencies and home care registries.

A second draft of the homecare regulations has been presented by the Pennsylvania Department of Health to the Healthcare Regulations Board.

To read through the minimum requirements of this law as well as the second draft recommendations, follow this link to the [Pennsylvania Homecare Association \(http://www.pahomecare.org/licensure.asp\)](http://www.pahomecare.org/licensure.asp) website.
<http://www.pahomecare.org/licensure.asp>

Registering Your Business Name

In the state of Pennsylvania it is necessary to register your business name if you are using a fictitious name (a name other than your personal name). All home care agencies would be required to do this. There is a one-time \$70.00 registration fee. (See pages 12-13 in the guide.)

Pennsylvania offers a downloadable [Beginner's Guide \(http://www.revenue.state.pa.us/revenue/lib/revenue/rev-588.pdf\)](http://www.revenue.state.pa.us/revenue/lib/revenue/rev-588.pdf) to answer your questions concerning *Business Registration, State Withholding, Workers' Compensation, Unemployment Compensation* and many other key factors in starting a business.

It's fast and easy to **Register Your Business** as an entity, as well as register for **Withholding, Workers' Compensation** and **Unemployment Compensation** all at the same time. Visit the Pennsylvania Open for Business webpage and click on [Online Business Registration \(http://www.paopen4business.state.pa.us/paofb/site/default.asp\)](http://www.paopen4business.state.pa.us/paofb/site/default.asp)

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

Income Tax Withholding Registration

When operating a home care agency you will need to register for State Withholding Taxes. Employers are required to withhold PA Personal Income Tax from compensation paid to all of their Pennsylvania resident employees as well as out-of-state resident employees who perform work for their agency within the state (with 6 states being excluded from this). See [Beginner's Guide](#) mentioned above for further information, or complete this registration online at the above [Online Business Registration](#) link.

Workers' Compensation

To process Workers' Compensation for your business you can do one of three things:

- contact a private insurance carrier
- insure with the State Workmen's Insurance Fund (570)963-4635
- participate in a group self-insurance fund which must be approved by the Department of Labor and Industry - call (717)783-4476.

To register for Workers' Compensation directly through the Department of Labor and Industry, complete the **Online Business Registration** above.

Unemployment Compensation

To obtain Unemployment Compensation forms, call 1-866-403-6163 or you can register online through the above *Online Business Registration*.

Who Pays for Home Care Services?

State-Only Funded Programs in Pennsylvania- Department of Aging & Department of Welfare
(http://pascenter.org/state_based_stats/state_only_funded.php?state=pennsylvania)

PDA Waiver (Medicaid)

A program set up to allow funding that is originally designated for nursing home care to be transferred, so that individuals who want to remain at home are able to financially do so.

State Management of Medicaid

For any questions about Pennsylvania state regulations on Medicaid for your business, please contact the Center for Medicare and Medicaid.

Department of Public Welfare of Pennsylvania

(<http://www.cms.hhs.gov/goodbye.asp?URL=http://www.dpw.state.pa.us/omap/dpwomap.asp>)

Health and Welfare Building, Rm 515

P.O. Box 2675

Harrisburg, PA 17105

Local: 1-717-787-1870

Toll-Free: 1-800-692-7462

<http://www.cms.hhs.gov/goodbye.asp?URL=http://www.dpw.state.pa.us/omap/dpwomap.asp>

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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