

**MINISTRY OF HEALTH
HOME AND COMMUNITY CARE**

CSIL EXPENSE GUIDELINES

April 1, 2011

Choice in Supports for Independent Living (CSIL) Expense Guidelines

Home and Community Care Policy 4.C.3, CSIL Administration, describes health authority and CSIL employer responsibilities including items and costs that CSIL funding is meant to cover.

These guidelines provide more detail about the use of CSIL funds. If there is no stated cost range associated with a particular expense, common sense prevails. Health authorities may question CSIL employers about costs that seem inappropriate relative to the expense item.

Information is also available in the CSIL Online Workbook

1. Wages and benefits (vacation pay, CPP, EI, health & dental benefits, sick pay)

Mandatory

- wages – range depending on current funding per hour, minus employer cost (i.e., CPP, EI, vacation pay and other expenses);
 - the hourly rate will be reduced based on other benefits and expenses; and
- statutory deduction to Canada Revenue Agency (CRA) and WorkSafeBC – range based on wages.

Optional

- medical premiums (MSP) – based on current government monthly rates (January 1/2011: \$60.50 for one person; \$102.00 for a family of two and \$114.00 for a family of three or more;
- sick pay (2%-3% per year) to a maximum of 5 days per year;
- extended medical and dental benefits;
- shift premium for extraordinary circumstances on a particular day of \$1.00 per hour to a maximum of \$100 per month;
- orientation and training costs related to new employees: range: \$100-\$300 per new employee:
 - 10-25 hours per new employee or two 24-hour shifts, if live-in;
 - current employees may provide training which means that the CSIL employer must pay the trainee as well.

2. Accounting: Range: \$100-\$250 per month

- bookkeeper or payroll service expenses to assist with managing funds and financial reporting if necessary;
- accounting software and associated expenses (i.e., consultant's fee for setting up an efficient accounting system at home, software upgrades, consultation for technical and/or accounting support);
 - accounting software replaces bookkeeping services(both expenses are not allowed);
- bookkeeping costs for year-end tax preparations;
- one-time expense if the health authority or an outside agency (i.e., CRA, WorkSafeBC) request an audit. The CSIL employer must notify the health authority of the audit in advance of paying the expense and negotiate a reasonable amount. An estimate from a bookkeeper may be required;
- one-time expense, up to \$100, for a fax machine.

Note: Full services include the preparation of employee deductions, submissions to the CRA, WorkSafeBC and any other expenses, preparation of cheques and pay slips, monthly reporting to the health authority, completion of year end T4 statements and preparation of record of employment.

Partial services may include any of the above as employers may choose to do any of these tasks on their own.

3. Bank Charges: Range: \$0-\$20 per month

- fees vary depending on the type of account and number of transactions (i.e., debit, cheques, bank withdrawals, etc.) made per month. Some banks charge per transaction. Others have a flat monthly fee for unlimited transactions.

4. Administrative Expenses: Up to \$400.00 per year

- office supplies such as printer ink, file folders, labels, paper, photocopying, stamps and envelopes;
- one-time expense up to \$50 for storage units or mini-filing cabinets for securely storing documents and personnel information that must be kept for 7 years.

5. Advertising: Range: \$200-\$1500 per year

- each advertisement in a newspaper is around \$150-\$250;
- employers will be able to place 6-7 advertisements per year on average;
- membership cost in an attendant pool or website service;
- many sites are free (see education modules for further information).

6. Recruitment Facilitation

- up to \$200 per month for employers who require assistance in recruiting employees, to hire a facilitator (with human resources expertise) to help with the recruitment and other supervisory needs (includes interviewing, evaluation, on-going employee management, etc.);
- up to \$500 per employee finder's fee for agencies to reduce or replace advertising cost (one-time expense per year).

7. Safety Items

- \$50 (one-time expense) – First Aid Kit;
- \$20-\$40 per month – disposable gloves, masks, hand sanitizer, and first aid kit replenishment;
- \$30-\$50 per employee (as needed) – back support or transfer belts;
 - number of transfer belts depend on the size range of the employees ;
 - may need to be replaced when worn out.

Note: If client is in receipt of disability income assistance from the Ministry of Housing and Social Development (MHSD), the MHSD may pay for gloves as a health expense.

8. Food

- \$10 per day up to a maximum of \$300 per month (taxable benefit) for live-in employees.

The Employment Standards Regulation defines a “live-in home support worker” as a person who:

- (a) is employed by an agency, business or other employer providing, through a government funded program, home support services for anyone with an acute or chronic illness or disability not requiring admission to a hospital; and*
- (b) provides those services on a 24 hour per day live-in basis without being charged for room and board.*

9. One-on-One Support in Hospital for up to one month:

In addition to nursing and medical care, some clients may require other support during hospital stays. When appropriate and with prior health authority approval, CSIL employers may use CSIL funds to pay a worker to provide extra in-hospital support for up to one month to augment available hospital services for the client.

10. Alternative Decision Makers

a. Client Support Group Incorporation

- \$30 (one-time expense) – name reservation;
- \$135 (one-time expense) – incorporation of the CSG Society;
- \$25 per year – annual reporting fee;
- \$15 per transaction – changing directors or address as needed.

b. Representation Agreements for Managing CSIL

- \$50 (one-time expense) – Nidus set-up fee <http://www.rarc.ca/>

Non-Allowable Expenses including, but not limited to:

- homeowner or tenant insurance;
- automobile insurance;
- supplies and equipment not in the allowable list;
- food costs for a caregiver that is not a live-in;
- spring cleaning-type expenses such as carpet cleaning;
- medical supplies;
- transportation costs for worker;
- paying worker before they have earned money;
- medical equipment and/or repairs to equipment;
- computer, computer repairs;
- ramps, lifts, home renovations;
- late payment to CRA or WorkSafeBC, courier expenses if sending rush documents to health authority, and charges for NSF cheques;
- bathroom products (soap, Kleenex, toilet paper, moisturizing cream); and
- annual general meeting supplies and refreshments.