

Caregiver's First 90 Days

CHAMPS, the services agreement, EVV, verification deadlines, and tax planning — in order.

Getting approved is the halfway point. This checklist keeps a new Home Help caregiver from losing weeks (or paychecks) to the systems that come after approval.

Right away — the week you apply

- ☐ **Create a MILogin account and start CHAMPS provider enrollment**
Sign up at milogin.michigan.gov, then enroll as a provider in CHAMPS. Takes 2–3 weeks including background screening — start it the day the client applies, not the day they're approved.
- ☐ **Complete the criminal background screening**
Part of CHAMPS enrollment. Have your ID and Social Security number ready.
- ☐ **Keep helping — payment can reach back to the application date**
Once approved, payment covers care back to the application date if you were CHAMPS-enrolled and working. Care provided before the application date is never paid — apply first.

At approval

- ☐ **Sign the Home Help Services Agreement (MSA-4676)**
Client and caregiver both sign. Nothing bills without it.
- ☐ **Confirm your CHAMPS enrollment shows active**
Approval of the client and enrollment of the caregiver are separate tracks — “approved but not paid” is almost always an inactive CHAMPS enrollment.
- ☐ **Set up EVV in HHAeXchange**
Download the app (or set up telephone check-in), log in, and do a test check-in/check-out on day one.

Every month

- ☐ **Check in and out through EVV for every single visit**
Clean EVV is what keeps payments moving. No logged visit, no pay.
- ☐ **Complete the monthly service verification in CHAMPS**
Payment follows the state's published pay schedule (form DHS-1356) after the month's services are verified. Verifications submitted more than 365 days after the service date are never paid.
- ☐ **Report changes promptly**
Hospital or rehab stays (payment pauses for facility days), moves, or a change of caregiver — tell the caseworker right away.

Taxes — plan now, not in April

- ☐ **Expect a W-2, with no income tax withheld**
MDHHS withholds your 7.65% FICA share only. Federal, state, and city income tax are NOT withheld — set aside a portion of every payment or make estimated payments.
- ☐ **Live with the person you care for?**
Ask a tax professional about IRS Notice 2014-7 (the “difficulty of care” exclusion) — whether it applies to Home Help is genuinely unsettled, so get advice before assuming.

Caregiver's First 90 Days

CHAMPS, the services agreement, EVV, verification deadlines, and tax planning — in order.



On SSI, SSDI, or unemployment?

Home Help pay is earned income. Report it to every benefit program on time — clawbacks arrive months later and hurt.

Stuck at any step? This is the paperwork we untangle every day — free. (517) 955-3375 · homehelpnavigators.com. General information, not tax or legal advice.