**Section 686.250 Financial Reporting of Homemaker Service** **Providers**

a) Homemaker Service Providers shall be required to:

1) complete and submit a Homemaker Cost Certification report that is based upon actual, documented expenditures.

A) The report must be submitted annually, within 60 days after the end of the reporting period, and may be prepared as a part of the Homemaker Service Provider's annual audit.

B) The report may be based on a calendar year or on the Homemaker Service Provider's fiscal year; however, once it is determined which time period is to be used, written approval from HSP shall be required for a change in that determination.

C) The report must demonstrate that the Homemaker Service Provider has expended a minimum of 77% of the total revenues due from HSP, including the customer incurred expense, for Homemaker costs as enumerated in Section 686.280. For purposes of this report, the phrase "total revenues due from HSP" does not include any amount received as an enhanced rate under Section 686.235 by a qualifying Homemaker Service Provider.

D) The report shall identify the Homemaker Service Provider's expenditures for Homemaker costs of Program support costs, and administrative costs as enumerated in Section 686.280.

2) complete and submit a Homemaker Cost Certification report to document compliance with any rate-based wage increase for Homemaker employees who provide services under HSP. The report must be submitted within 60 calendar days after issuance of written notification of the increase by HSP.

b) The accuracy of the reports identified in subsections (a)(1) and (2) must be attested to by an authorized representative of the Homemaker Service Provider.

c) HSP reserves the right to require the Homemaker Service Provider to engage an independent certified public accounting firm, approved by HSP, to verify the information and data submitted by the Homemaker Service Provider if HSP is in possession of evidence to suggest the information and data submitted is inaccurate, incomplete or fraudulent. This audit will be performed at the Homemaker Service Provider's expense.

d) HSP may take appropriate enforcement action in the following instances:

1) a Homemaker Service Provider did not submit a report;

2) a report is inaccurate, incomplete or fraudulent; or

3) a Homemaker Service Provider did not increase the wages paid to its Homemaker employees in the amount required by a rate increase under HSP.

e) Homemaker Services Providers approved for the enhanced rate for health insurance costs:

1) shall not report the enhanced rate for health insurance costs paid by HSP as part of their revenue for purposes of the required financial reporting under this Section; and

2) shall not report health insurance for Homemaker employees as an incurred cost for purposes of the required financial reporting under this Section, except for an amount in excess of the enhanced rate paid by HSP during a reporting period.

f) Enforcement action towards a Homemaker Service Provider includes, but is not limited to the imposition of a corrective action plan, suspension of referrals from HSP, and/or termination of rate agreements with HSP.

(Source: Amended at 38 Ill. Reg. 11519, effective May 15, 2014)