

# **Attendant Services Program (ASP)**

## **At-A-Glance**

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### **Personal care services for adult Vermonters.**

#### **Eligibility:**

- Vermont resident
- Adult 18 years or older
- Medicaid Eligible
- Have a permanent and severe disability
- Need attendant services for at least two activities of daily living
- Be capable of directing his or her attendant care services

#### **Services:**

- Attendant Services (personal care)
- Payroll Services (through ARIS)

#### **Application Process:**

1. Complete and send application to the Department of Disabilities, Aging and Independent Living (DAIL).
2. DAIL staff contacts the individual and completes a phone screening and verifies Medicaid coverage.
3. If no Medicaid coverage, the individual is instructed to apply for Community Medicaid through the Department for Children and Families or Choices for Care (CFC).
4. A DAIL nurse assessor completes an assessment with the applicant. This includes a recommendation for number of hours based on the assessment and needs identified by the applicant.
5. An award letter is sent to the applicant.
6. The individual and their employees enroll with ARIS for all payroll functions.
7. Employees can begin work when all ARIS employer and employee forms are complete and the employee's background check comes back clear.
8. An annual assessment and review is completed.

**For More Information Contact the:  
Adult Services Division - Attendant Services Program at (802) 595-4197**