

Home Life

Private Party Contracted Service Agreement

Individual _____

Address _____

Party Responsible for Payment of Services _____

Mailing Address _____

This agreement defines specific services that will be provided to the above named individual. These supports will be carried out by the staff of Home Life and are designed to meet the agreed upon needs of this individual. These services are flexible and can be adjusted to meet ongoing or changing needs of the individual as they occur.

In the event that it becomes necessary for Home Life to commence legal action to collect any money due and owing to this "contracted service agreement", the losing party shall pay the prevailing party's reasonable attorney's fees incurred in any suit or action, including appeal thereof, in an amount to be fixed by the Courts.

First day of Service _____

Days and time of Service:

M	From _____	to _____
T	From _____	to _____
W	From _____	to _____
Th	From _____	to _____
F	From _____	to _____
Sat	From _____	to _____
Sun	From _____	to _____

Rate \$ 18.00 Per Hour Mileage @ \$ 0.36 Per Mile

Termination of Services: This agreement may be terminated at any time. A ten-day written notice is required. This Rates are subject to change after a ten-day written notification.

Accounts are due and payable in full within 10 days of the statement date. Overdue accounts will be charged a late fee of 1.5% per month (18% annually) on the unpaid balance. I hereby state that I understand and agree to this contract as drawn up by mutual consent between myself and the undersigned representative of Home Life

Signature _____ Date _____

Home Life Representative _____ Date _____

1. Your service expenses from Home Life will be the service provider's gross wage plus employer payroll taxes and management fees.

Service provider's gross wage includes holiday pay (if relevant) at one and one half times the stated wage. The holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Overtime rates of one and one half times the stated wage or salary will be charged when a private duty service provider is required to work more than 40 hours during a defined work week. Payroll taxes include federal Social Security tax, federal Medicare tax, federal unemployment insurance, Oregon State unemployment insurance and worker's compensation insurance and assessment fees.

Management fees include the cost of preparing the IRS forms W-4, W-2s and 3s, INS form I-9, Employment Eligibility verification, Department of Justice Support Enforcement Reporting Form, Monthly Invoicing and Employee Payroll, and providing OR OSHA required Training and Orientation (Infection Control, Universal Precautions, Bloodborne Pathogens, and Hepatitis B Vaccines).

