

**DEPARTMENT OF SOCIAL SERVICES**

DIVISION OF ADULT SERVICES AND AGING

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**Strong Families - South Dakota's Foundation and Our Future**

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## **Adult Services and Aging (ASA) Provider Agreement**

### Adult Services and Aging (ASA) Responsibilities:

1. Assess client needs initially and at 6 month intervals, or as needed.
2. Assist client in the development and coordination of consumer directed services.
3. Provide client with the opportunity to donate toward the cost of services.
4. Determine and authorize expenditure of funds to providers for services provided the client.

### Provider Responsibilities:

1. Follow the instructions outlined in the individual care plan and assume responsibility for completing the services.
2. Work at a pre-determined rate as agreed upon with the client, or as determined by current contract rates.
3. Submit invoice for services on a monthly basis at a minimum. Reimbursement may take up to 30 days after submission of invoices. The provider understands that there is no guarantee of continued reimbursement for services beyond the authorized amount or time period. If client services are terminated, no reimbursement will be available.
4. Understand that the service is provided as a self-employed provider and not as an employee of the State. A 1099 form will be issued by the State only when paid services exceed \$600.00 in a calendar year. Other than the issuance of a 1099 form, no verification of employment is provided by the State for services provided.

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Provider

Date