

Setting and Maintaining Boundaries

Part of your job as the employer is to set expectations for your provider.

Restrictions on tasks and hours.

- Do not ask your provider to do things or work hours that have not been authorized. IHSS will not pay for unauthorized tasks or extra hours.

Professional behavior when the workplace is a home.

- Your provider should not bring children or others to your home. Your home is a workplace, and his/her job is to provide IHSS services for you.
- Your provider should not be spending his/her time visiting with you instead of working. Your provider may need to be politely reminded to stay on task.
- He/she should bring his/her own lunch or dinner if working at meal time.
- He/she should not use your property or belongings for his/her own needs.

Protecting your privacy.

- Your provider should not share your name, address, telephone number, health, family situation, or behaviors with any unauthorized people.



- It is important for your provider to know about your health conditions and family contacts in case of an emergency. However, keep other personal information private.
- Your provider should not have access to your checkbook, bank accounts, credit cards, financial information, or to money that is kept in your home.
- You should secure any valuables in a safe place and not tell your provider where they are kept.



Things to Avoid

- **Do not let your provider sign your name at any time.**
- **Do not sign a timesheet that is incorrect.**
- **Do not sign a blank timesheet.**
- **Do not share your bank information with your provider and do not add their name to your savings, checking, or credit card accounts.**
- **Do not share your Social Security number.**
- **Ask for a receipt if you give money to your provider to purchase something for you.**
- **Do not leave valuables or important documents in a visible location.**
- **Keep an eye on things such as telephone usage, medications, etc.**
- **Do not let him/her borrow money, vehicles, or personal belongings.**
- **Do not get involved in your provider's personal life.**