



PO Box 242930
 Little Rock, AR 72223
 Toll Free 866.710.0456
 Online: PalcoFirst.com

**West Virginia Personal Options
 Employer Training Verification and Attestation**

All Personal Options Participants/Employers must complete training with their Resource Consultant before services can begin. Palco maintains an Employer Training Guide with all key information as a guide to delivering the training curriculum and as an ongoing resource. This can be found online at www.palcofirst.com/west-virginia

Training includes the following key topics:

- Personal Options Overview
- What is Participant Direction?
- The Principles of Self-Direction
- Appointment of a Program Representative
- Participant Rights and Responsibilities
- Employer Roles and Responsibilities
- Palco Overview
- Enrollment
- Developing Service and Spending Plans
- Reviewing and Revising your Spending Plan
- Complaints and Grievances
- Reporting of Suspected Abuse, Neglect, & Exploitation
- Selecting, Hiring, Training & Supervising Worker(s)
- Worker(s) Timesheets and Payments

Verification of Training

By signing below, the employer acknowledges the training requirements and confirms that the training topics required for being a part of the personal options program have been completed.

Participant Name	Participant or Program Representative Signature	Date
-------------------------	--	-------------

Employee Name	Employee Signature	Date
----------------------	---------------------------	-------------

Please return this form to Palco via email: enrollment@palcofirst.com or via fax to 1.877.859.8757.