

Michigan State University
and
Home Instead Senior Care

Backup Dependent Program for University Faculty, Staff, and Students

One Form Per Dependent Who Will Receive Care is Required

Pre-registration forms must be updated each fiscal year (July 1-June 30).

Name of MSU Parent/Guardian: _____

MSU Parent/Guardian affiliation: Student Staff Faculty Full-time Part-time

MSU Parent/Guardian MSU email address: _____

Primary Telephone # where parent/guardian can be reached: _____

Alternative Telephone # (if individual cannot be reached at primary #): _____

If more than one parent is an MSU-affiliated individual, please include their information below:

Name of (additional) MSU Parent/Guardian: _____

Circle all that apply: Student Staff Faculty Full-time Part-time

(Additional) MSU Parent/Guardian MSU email address: _____

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Dependent Information

Dependent's Name: _____

Home Address: _____

Home Telephone: _____ Dependent's Age and Birthdate: _____

If Dependent's area does NOT have 911 services, please list telephone numbers for your local police and fire departments:

Police Dept. Telephone #: _____ Fire Dept. Telephone #: _____

Name of Dependent's Physician: _____

Physician's Address: _____

TERMS AND CONDITIONS

As a condition of using the services of Home Instead, I acknowledge and agree to the following:

1. Home Instead and MSU have a right to refuse service if I have outstanding payment obligations to either entity.
2. Service cannot be guaranteed and requests for care must be made with four hours' notice and must be used in blocks of three hours or more at a time.
3. As an MSU-affiliated staff, faculty, or student, I am eligible for up to a total of 20 hours of subsidized care through Michigan State University.
4. If I request care at the same time for more than one dependent, the total 20 hours will be split between the dependents being cared for at the time of service (for instance, if there are two dependents in the household at the time of service, the maximum for subsidized care per dependent is 10 hours – equaling 20 total hours of care).
5. The subsidized rate for faculty and staff is \$7.00 per hour *per dependent*, with a 10% hourly rate discount for each additional dependent. I am responsible for paying this amount directly to Home Instead.
6. The subsidized rate for students is \$6.00 per hour *per dependent*, with a 10% hourly rate discount for each additional dependent. I am responsible for paying this amount directly to Home Instead.
7. I will be charged at the full Home Instead Senior Care hourly rate for service time that exceeds the 20 hours of time subsidized by MSU. I am responsible for paying this amount directly to Home Instead.
8. If I cancel service with less than 12 hours' notice, I may be charged a \$30 cancellation fee.
9. If the location where I am requesting service to be provided is further than 20 miles from Michigan State University's East Lansing campus (220 Trowbridge Road, East Lansing, MI 48824), I will be charged at the published IRS mileage rate per each mile exceeding 20 miles.
10. I consent to Home Instead Senior Care's release of my name and contact information to the Michigan State University WorkLife Office, as needed.
11. I authorize Home Instead Senior Care to seek emergency medical treatment for the dependent listed above if I cannot be reached in the event of an injury to the dependent or worsening of the dependent's condition.

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Return this form to:

Home Instead Senior Care
2175 University Park Drive, Suite 200
Okemos, MI 48864
Ph: (517) 333-0610
Fax: (517) 333-3649
Email: cshaw@homeinstead.com and lisa.lafay@homeinstead.com