

July 30, 2024

Ms. Donna Jerry
Senior Health Policy Analyst
Green Mountain Care Board
144 State Street
Montpelier, VT 05602

Re: Request for Jurisdictional Determination – New Non-Medical Home Care Services Business

Dear Ms. Jerry,

This letter serves as a Request for Jurisdictional Determination for a new non-medical home care services business in Vermont.

Project Overview

An independent, solely non-medical home care services business in southern Vermont run and staffed by non-medical caregivers and administrators to serve elderly and disabled people in Vermont. We plan to provide in-home personal care services, respite services, companionship services, transportation services, and homemaker services. Based on Vermont’s rapidly growing elderly population, we perceive a clear need for non-medical home care services to help elderly and disabled people remain in their homes safely and comfortably for as long as possible.

Our service area will include Southern Vermont, specifically parts of the following counties: Addison, Orange, Rutland, Windsor, Bennington, and Windham

We are not currently operational – our goal is to become operational and begin offering our services in the next 3-6 months.

Employee Breakdown

| Year | Service | Level of Provider | FTE |
|-------------|--|--|------------|
| 1 | Personal Care Respite Companionship Transportation Homemaker | Non-medical Non-licensed Caregiver | 1-3 |

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|---|--|--|-----|
| 2 | Personal Care Respite Companionship Transportation Homemaker | Non-medical Non-licensed Caregiver | 3-5 |
| 3 | Personal Care Respite Companionship Transportation Homemaker | Non-medical Non-licensed Caregiver | 5-7 |

*FTE includes administrator and scheduler positions / employees will be cross trained

Operational Expenses Overview

| Year | Operating Expense Estimates | Notes |
|-------------|--|---|
| 1 | Startup Consulting Fee and Costs - \$10,000 - \$12,000 Office Rent - \$3,900 Payroll - \$50,000– \$150,000 Business Insurance - \$400-\$1500 Software - \$5,000 Total: \$69,300 - \$172,400 | Payroll is an estimate for 1-3 full-time employees + mileage reimbursement (\$19.50 hourly rate estimate) |
| 2 | Office Rent - \$3,900 Payroll - \$150,000– \$250,000 Business Insurance - \$400-\$1500 Software - \$5,000 Total: \$159,300 - \$260,400 | Payroll is an estimate for 3-5 full-time employees + mileage reimbursement (\$19.50 hourly rate estimate) |
| 3 | Office Rent - \$3,900 Payroll - \$250,000– \$350,000 Business Insurance - \$400-\$1500 Software - \$5,000 Total: \$259,300 - \$360,400 | Payroll is an estimate for 5-7 full-time employees + mileage reimbursement (\$19.50 hourly rate estimate) |

Thank you for taking the time to read this letter. Please don't hesitate to reach out to me should you have any questions or require further information.

Regards,

C. Manning