

**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
Resource Consultant Name	Resource Consultant Signature	Date

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