



Use of Foreign Education Documents to Verify HCBS Staff Qualification Requirements

Home and Community Based Service (HCBS) Designated provider agencies and practitioners must adhere to all Medicaid requirements and HCBS staff qualification requirements as outlined in the HCBS manual and other applicable provider manuals, regulations, and statutes. Accordingly, designated HCBS providers must ensure that all staff hired meet required educational requirements and staffing qualifications.

This attestation form is required when HCBS designated providers employ staff that have a diploma/degree from an academic institution outside of the United States. This attestation form serves as documentation that a provider agency has verified receipt of documentation from a potential employee sufficient to demonstrate successful completion of a program that is the education equivalent to or in excess of the required degree (e.g., a United States high school diploma, college degree, etc.). It is the responsibility of the designated provider agency to ensure HCBS staff comply with the service staff requirements as indicated in the HCBS Manual for which service the individual was hired.

Documentation

Employee Name: _____

Country of document origin: _____

Explanation of provided documentation (what is the document and how does it compare to U.S. education documents) and how it was verified: _____

Attestation

On behalf of _____(provider agency name), I (Chief Executive Officer or Designee listed below) attest that I have examined the documentation provided and confirmed it meets the minimum necessary education requirements, and attest that _____(staff name) meets the required staff qualifications to provide the Children’s HCBS services for which they were hired.

List services below:

CEO or Designee Name: _____

CEO or Designee Title: _____

CEO or Designee Signature: _____ Date: _____

Employee Signature: _____ Date: _____

This completed Attestation form must be kept in the employee’s file along with a copy of any documentation relied on by the provider agency. All documentation in a language other than English must be interpreted and such interpretation must be maintained in the file for audit purposes. NYS DOH reserves the right to audit staffing records at any time, upon request from HCBS designated providers.