



Ohio Administrative Code Rule 3304-4-04 Disciplinary infractions.

Effective: November 15, 2024

(A) An eligible individual shall have their funding suspended or be removed from the personal care assistance (PCA) program for the following disciplinary infractions:

- (1) A determination by the Ohio department of taxation, the bureau of workers' compensation, the Ohio department of job and family services, or the internal revenue service of non-payment of employer costs required by federal/state law;
- (2) Failure to submit W-2, 1099, or other pertinent tax documents to the appropriate authorities.
- (3) Failure to pay an assistant for all services provided to the eligible individual for which they invoiced to OOD and/or failure to pay an assistant within two weeks after receipt of invoiced funds from OOD;
- (4) Paying an assistant for services not rendered;
- (5) Using any PCA program funds as personal income;
- (6) Make, present, or use any information knowing it to be false and submitting it to OOD or to the local community rehabilitation program;
- (7) Misrepresenting the need for PCA program funds to OOD or to the local community rehabilitation program during application or any other time thereafter;
- (8) Not responding within a specified time frame to a request for information or for a home visit by a local community rehabilitation program and/or OOD;
- (9) Failure to report permanent change of residency;



- (10) Violation of any requirement contained in Chapter 3304-4 of the Administrative Code;
 - (11) Failure to complete the annual review within the specified time frames;
 - (12) Failure to complete a fiscal audit within the specified time frames;
 - (13) Failure to produce any documentation requested by the PCA program within the specified time frames;
 - (14) Pattern of missing deadlines for submitting required documentation to the PCA program;
 - (15) Failure to report changes in income status, employment status, job seeking status, or training status to the PCA program within ten business days from the change;
 - (16) Failure to comply PCA program rules, including individualized case decisions; and
 - (17) Receipt of more than one written notice from the PCA program over the course of the PCA program case for any of the above disciplinary infractions, or other suspicious activity.
- (B) The eligible individual shall be notified in writing of any decision to suspend or remove the eligible individual from the PCA.