

Self-Hired Staff Toolkit

YOUR RIGHTS & RESPONSIBILITIES UNDER THE FALSE CLAIMS ACT POLICY

A false claim means someone is billing the government for services that:

- Weren't actually provided
- Were incorrectly documented
- Were billed more than once

False claims are **against the law** and can lead to serious penalties including repayment of funds, substantial fines (up to three times the amount lost plus \$11,000 per false claim) and possible prison sentences. Individuals may face criminal charges such as grand larceny, welfare fraud or forgery. They may also lose benefits and be placed on the Medicaid exclusion list, which bars participation in Medicaid programs due to violations.

Heritage Christian Services is committed to:

- Honest and accurate billing
- Following OPWDD, DOH, Medicaid and other government program rules
- Preventing **fraud, waste and abuse**

WE DO NOT TOLERATE FALSE CLAIMS OF ANY KIND.

All Heritage Christian Services staff members, including self-hire employees:

- Must accurately record the time and services provided
- Cannot make false entries or submit incorrect documentation, billing and reimbursement requests
- Must report any suspected issues

Self-direction participants and their designees play a key role in preventing false claims.

1. Review Staff Time

- a. Check and confirm that the hours and services listed match what you received.

2. Ensure Documentation is Correct

- a. Make sure the description of services in your records is true and accurate.
- b. Make sure any requests for reimbursement are accurate.

3. Report Concerns Right Away

- a. If something doesn't look right, **speak up immediately**.
- b. You can report concerns without fear. **Retaliation is not allowed.** Whistleblower protection laws protect you from retaliation from your employer, losing services or being treated unfairly.

You can report concerns to:

- Your FI Coordinator or their supervisor. You can find their contact information in their email signature.
- Or use our confidential reporting line: (585) 340-5797 | Compliance@HeritageChristianServices.org

We count on you to help us keep services honest and accurate.

Your voice matters. Speak up if something seems wrong.