

In the state of Colorado, it is required for the Veteran (employer) to process their Direct Care Professional's (employee's) last paycheck within 24 hours after terminating their Direct Care Professional. PremierFMS will work directly with you to ensure the termination process is smooth and compliant for you and the Direct Care Professional and follows state regulations. Please review the termination process below when considering terminating a Direct Care Professional:

1. Contact PremierFMS at: **855.275.3948**
2. Determine the Direct Care Professional's last day.
3. Verify the Direct Care Professionals address is up to date.
4. PremierFMS will provide confirmation to move forward with the termination.
5. The Veteran will send PremierFMS the final timesheet signed by the Veteran and the Direct Care Professional.
6. PremierFMS will process the final timesheet.
7. PremierFMS will provide the Veteran with the IC Veterans Directed Care Status Change Form.
8. The Veteran will complete and sign the Status Change Form along with the Direct Care Professional.
9. The Veteran will submit the completed form to PremierFMS.

By signing below, you are acknowledging you have read the Termination Agreement and are in agreement. For any questions or concerns, please contact our office at **(855) 275-3948**.

Print Name (Veteran/Authorized Representative): _____

Veteran/Authorized Representative Signature: _____ Date: ____ / ____ / ____