

PERSONAL CARE ATTENDANTS (PCAs)

Section: Assignments

Policy: Personal care attendants (PCAs) will be permitted access to the residence halls without an escort by the resident with appropriate documentation from the Disability Resource Center.

Purpose: The purpose of this policy is to identify procedures associated with PCAs accessing the residence halls.

Scope: The University of Georgia strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. In keeping with this commitment, such accommodations may involve personal care attendants to address the personal needs of residents with certain disabilities, so that they can more fully participate in UGA activities, services and programs. Should a resident require a PCA, the resident must first register with the Disability Resource Center (DRC), and the need for a PCA should be supported by the resident's DRC coordinator. It is then the responsibility of that resident to make the appropriate arrangements as provided in the Personal Care Attendant Policy and PCA Agreement.

Procedure:

- I. A resident requesting building access for a PCA or multiple PCAs must first register with the DRC. The need for a PCA must be part of the housing accommodation recommendations supported by the DRC.
- II. The resident is responsible for ensuring each PCA clearly understands his or her duties.
- III. The resident is solely responsible for securing an individual to complete PCA duties. The university is not responsible for recruitment, selection and/or training of the PCA.
- IV. The associate director for assignments and contracts will follow procedures regarding communication of housing accommodations to appropriate University Housing staff prior to the beginning of the term the resident will be initially assigned or as soon as an accommodation is granted.
- V. Each PCA must complete the Personal Care Attendant Agreement (with PCA policy information included) each academic year, the Meningococcal Statement as require by Georgia Code Section 31-12-3.2 and the Lead-Based Paint Statement, if applicable. The PCA Agreement is to be submitted to the associate director for assignments and contracts at housing@uga.edu prior to the start of the PCA's duties.
- VI. If the PCA is a University of Georgia student, the associate director for assignments and contracts will notify the Housing Business and Human Resources office to grant access to the residence hall where the resident is assigned. If the PCA is not a student, the associate director for assignments and contracts will work with the senior coordinator for the Health Sciences Campus and conference services and the appropriate residence hall area/senior coordinator to order a temporary access cards. The area coordinator will distribute the temporary access cards to the resident to give to the PCA.
- VII. The area/senior coordinator should meet with the resident during check-in, or when the accommodation is granted if it takes placed after the resident's check-in, to review procedures. The PCA should only use building access during times when the individual is serving in the role as a PCA.
- VIII. If personnel changes occur, any new PCAs must complete a PCA Agreement and submit it to the assistant director for assignments and contracts. The associate director will notify the appropriate

area/senior coordinator of all changes. Building access will be issued as noted above if new or additional personal care assistants are hired by the resident.

- IX. Residents with personal care assistants must inform the associate director for assignments and contracts when a PCA is no longer working with the resident so that building access can be inactivated.
- X. The resident and PCA acknowledge and agree to abide by all applicable provisions of the Housing Contract signed by the resident, the PCA agreement signed by the PCA, and housing policies as outlined in the Community Guide.
- XI. If the resident requires a PCA to reside in the assigned space with the resident or elsewhere in the resident's building, and the PCA is not an enrolled student eligible for a housing contract:
 - a. The accommodation form from the DRC will determine whether the PCA will reside with the resident in a double space room or a different room/apartment.
 - b. The resident will be issued a contract to cover the assigned PCA. The resident will be responsible for all contract terms on behalf of the PCA, including rent and other miscellaneous charges.
 - c. Two keys to the room assigned to the PCA will be distributed to the resident. The resident is responsible for immediately reporting any keys that are lost or otherwise unaccounted for.
 - d. The PCA will be provided with the same furnishings as a resident in the space assigned.
 - e. The resident is responsible for signing the room inventory card for the PCA room.
 - f. If the PCA is no longer working with the resident, the assignment will be cancelled and reserved for a new PCA. If no PCA needs to be assigned, the space will be available to be assigned to other students by the Housing Assignments Office.
- XII. The resident should establish and maintain an alternative contingency plan should the PCA be unavailable.

The Personal Care Attendant is expected to:

Follow all UGA and University Housing policies and procedures. The PCA is expected to read and understand all applicable residence and guest policies in the online Community Guide.

- I. Immediately report a lost or unaccounted for room key or access card to the resident.
- II. Sign the PCA Agreement, meningococcal statement as required by Georgia Code Section 31-12-3.2, the guardrail information and waiver and the lead-based paint statement, if applicable.

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