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## OLR Bill Analysis

### sSB 1468

#### ***AN ACT CONCERNING GOVERNMENT ACCOUNTABILITY REGARDING AGENCY PURCHASE CARD USE AND REGISTRATION OF HOMEMAKER-COMPANION AGENCIES AND TRAINING REQUIREMENTS FOR THEIR EMPLOYEES.***

#### **SUMMARY**

This bill makes unrelated changes in the laws on state agency purchasing cards (P-cards) and homemaker-companion agencies.

For P-cards, the bill requires the Department of Administrative Services (DAS) commissioner and Office of Policy and Management (OPM) secretary to establish procedures for P-card use. It requires (1) the procedures to include certain provisions, such as specifying the types of transactions allowed, limits on certain types of purchases, and deadline requirements for submitting receipts, and (2) each state agency to appoint an employee as its P-card coordinator, with certain responsibilities.

For homemaker-companion agencies, the bill increases the application fee for a certificate of registration from \$375 to \$450. It also requires the agencies to provide at least 10 hours of training to their employees on certain topics (e.g., cardiopulmonary resuscitation (CPR), first aid, and best practices in personal hygiene) from a list of trainings approved by the Department of Consumer Protection (DCP) commissioner.

Lastly, the bill specifies the types of “personal hygiene” services provided by homemaker-companion agencies and home health aide agencies.

EFFECTIVE DATE: October 1, 2025, except that the provision on trainings for homemaker-companion agency employees is effective July 1, 2025.

**§ 1 — PURCHASING CARDS**

By law, the comptroller may allow state budgeted agencies (see BACKGROUND) to use P-cards for purchases up to \$250,000 (unless the agency has approval to exceed that amount from the comptroller and DAS commissioner). Current law requires the agencies, or any of their officials, employees, or agents, to use the cards under procedures established by the comptroller. The bill requires (1) the comptroller to consult with the OPM secretary in establishing these procedures and (2) each agency to implement them unless it adopts more stringent policies.

The bill requires that the P-card procedures at least do the following:

1. prescribe which employees may use the card and limitations on its use;
2. specify the types of transactions that may be charged on the card;
3. limit authorized charges for travel, meals, and entertainment;
4. specify timing for submitting receipts or other reports about using the card;
5. require the receipts or reports to be digitized in CORE-CT (the state's payroll and financial tracking system) or another applicable system;
6. specify the agency approval process for reports about card uses; and
7. include specific remedies for noncompliance.

The bill also requires each budgeted agency to appoint an employee as its P-card coordinator and inform the DAS commissioner about the appointment. Under the bill, the P-card coordinator is responsible for ensuring the agency's compliance with the above procedures and must do the following:

1. issue a P-card to an employee (presumably, eligible under the above procedures) once the employee's supervisor determines he

or she should be authorized for one;

2. review receipts or other documentation for P-card transactions made by agency employees and ensure that they are entered into CORE-CT or another applicable system;
3. establish dollar limits for agency employees using the card; and
4. deauthorize an employee from using the card due to (a) not timely providing receipts or other documentation for P-card transactions or (b) not complying with the procedures.

The bill requires each budgeted agency, starting by August 1, 2026, to annually report to the comptroller and OPM secretary on its P-card usage during the preceding fiscal year and any enforcement of violations of the bill's required policies.

### **§§ 2, 3 & 5 — HOMEMAKER-COMPANION AGENCIES**

By law, a “homemaker-companion agency” is generally an organization that either employs or refers people to provide companion or homemaker services to consumers. “Homemaker services” are nonmedical and supportive services such as cooking, cleaning, and personal hygiene. The bill specifies that “personal hygiene” includes bathing someone with a sponge, tub, or shower; shampooing someone in a sink, tub, or bed; nail and skin care; oral hygiene; and toileting and elimination.

The law requires homemaker-companion agencies to have a certificate of registration from the DCP commissioner. The bill increases the application fee for the certificate from \$375 to \$450. For registrations issued on or after January 1, 2026, it also requires the applicant to certify under oath that the agency provides training for employees as required by the bill (see below), along with the other certification criteria already required by current law (e.g., compliance with background checks, surety bonds).

#### ***Homemaker-Companion Training***

The bill requires the DCP commissioner, by November 1, 2025, and

in consultation with the Department of Public Health, to create a list of approved trainings for homemaker-companion agency employees to complete. It must include CPR, first aid, personal hygiene best practices, identifying and reporting abuse and neglect, communication, identifying and reporting changes in a client's condition and service needs, the delineation between medical and nonmedical care, and other topics the commissioners deem appropriate. The DCP commissioner must post the list on the department's website, notify each homemaker-companion agency about its availability, and periodically update it as needed.

The bill requires each homemaker-companion agency to provide trainings from the list to its employees. Employees hired before January 1, 2026, must complete at least 10 hours of the training by July 1, 2027, and employees hired after January 1, 2026, must do the same within 90 days after being hired. Each employee must (1) document all trainings he or she completes, (2) certify their compliance with the training requirement on a form set by the DCP commissioner, and (3) submit the form to their employing homemaker-companion agency.

The bill requires each homemaker-companion agency, starting by July 1, 2027, to annually certify under oath to the commissioner that it complies with the bill's training requirements.

#### **§ 4 — HOME HEALTH AIDE AGENCIES**

By law, a "home health aide agency" is generally an organization that provides supportive services in a patient's home that may include assistance with personal hygiene, dressing, feeding, and incidental household tasks. The bill specifies that "personal hygiene" includes bathing a patient with a sponge, tub, or shower; shampooing a patient in a sink, tub, or bed; nail and skin care; oral hygiene; and toileting and elimination.

#### **BACKGROUND**

##### ***Budgeted Agencies***

By law, a "budgeted agency" is generally (1) every executive branch department, board, council, commission, institution, or other agency; (2)

every judicial branch court, council, division, and other agency financed by the state; (3) every full-time permanent department or agency of the legislative branch; and (4) every public and private institution, organization, association, or other agency receiving financial aid from the state.

### **COMMITTEE ACTION**

Government Oversight Committee

Joint Favorable Substitute

Yea    9        Nay   3        (03/18/2025)