

## Personal Care Attendant Guidelines

King's College is committed to ensuring that all students with disabilities are provided disability-related accommodations enabling them to have access to College programs and services. King's College understands that Personal Care Attendants may be necessary to address the personal needs of a student in order for that student to fully participate in life at the College.

A Personal Care Attendant is an individual who is employed by the person with a disability and who assists with activities of daily living. Examples can include dressing/daily living, nursing/medical, and mobility services. Academic accommodations are processed separately from other accommodations; therefore, unless otherwise approved, a PCA is not approved to be involved in any academic processes (note taking, doing homework, attending classes, scribe support during an exam, or proctoring exams).

### Student Responsibilities:

1. Meet with the Disability Services Coordinator in the Academic Skills Center to make the request for an accommodation of a Personal Care Attendant (PCA). If a student who will live on campus is aware of the need of a PCA, please also indicate it on all Residence Life forms.
2. Submit documentation stating the disability and support for the need of a PCA.

A student who requires personal attendant services is responsible for identifying/selecting, hiring, training, supervising and paying any PCA. King's College will not provide personal aids or services, "including help in bathing, dressing, or other personal care," per Section 504 and Title II of the ADA, nor does the College assume financial responsibilities for personal attendant services.

3. Once approval has been granted in writing, if the PCA will work in a space of college housing, the student will provide Residence Life a copy of the PCA's name, email, cell phone number and working schedule along with the contract from the Agency providing the PCA. If using a private PCA, a student must submit the PCA's qualifications, insurance, and clearances along with the PCA's name, email, cell number and schedule of services. Clearances to include Act 34 and Act 151\*. All PCA's clearances must be acceptable under King's College Human Resources Guidelines. If the PCA is for a commuter student, all information is to be submitted to the Disability Services Coordinator.
4. The student should plan for a backup attendant in case a PCA becomes sick or is otherwise unavailable to work. Information, same as above, is necessary for a backup attendant.
5. Each semester, the student and PCA must sign a Personal Care Agreement to acknowledge responsibilities and adhere to the requirements within it.

The PCA must conduct themselves in a manner consistent with the community standards of the College, which includes abiding by all College policies, regulations, and procedures. An intended PCA who is a member of the student's immediate family or who is a member of the opposite sex needing to live in College housing must gain approval from the College on a case-by-case basis. If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, the College will issue a warning to the student and PCA and may make a determination that the PCA will not be allowed to accompany the student with a disability. If a PCA who resides in college housing fails to abide by the policies, regulations, rules, and procedures related to college housing, the College may decide that the PCA will not be allowed to live with the student in campus housing. In some cases, the PCA may be removed from campus immediately, regardless of the contractual arrangement the PCA has with the student. It is the student's responsibility to secure the services of another PCA in the event a PCA becomes unable to perform services for a student, whatever the cause of that unavailability.

Other Information: Link to student handbook [Student Handbook 2024 | King's College \(kings.edu\)](https://www.kings.edu/student-handbook)

Hard copy of necessary Employee policies will be given to the approved PCA at the start of the PCA's position.

\*Pennsylvania State Police Request for Criminal Records Check (Act 34) ,  
FBI Fingerprints, and Department of Public Welfare Child Abuse History Clearance (Act 153)

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