Home Care Founders

FREE WORKSHEET

Home Care Agency Startup Cost Worksheet

Every state, city and agency is different, so nobody can tell you your exact startup cost. This worksheet lists what new non-medical home care agencies commonly pay for, and where to get your real number for each item. Fill in your estimate as you research, then your actual cost once you pay it.

HOW TO USE THIS WORKSHEET

1. Start with Section 1. Your state's licensing rules decide a lot of the other costs (for example, whether you need a physical office).
2. Call or check the source in the middle column for each item and write your estimate.
3. Skip anything that does not apply to you, and add anything your state requires that is not listed.
4. Add up your subtotals on the last page to see your total startup budget.

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1. LICENSING AND REGISTRATION

Cost item	Where to get the real number	Your estimate	Actual
State home care license application fee	Your state licensing agency (see the 50-state table in your free checklist)	$	$
License renewal fee (yearly or every 2 years)	Same agency; ask how often you renew	$	$
Fingerprint / background check for owners	State police or your licensing agency	$	$
Medicaid provider enrollment (if you plan to bill Medicaid)	Your state Medicaid office or managed care plans	$	$
City or county business license	Your city hall or county clerk	$	$
Subtotal		**$**	**$**

2. BUSINESS SETUP

Cost item	Where to get the real number	Your estimate	Actual
LLC or corporation filing fee	Your Secretary of State website	$	$
Registered agent (if you use a service)	Registered agent companies, or be your own	$	$
Business bank account opening deposit	Your bank or credit union	$	$
Accountant / bookkeeper setup	Quotes from 2 or 3 local accountants	$	$

Attorney review of contracts (optional)	Quotes from a health care attorney	$	$
Subtotal		**$**	**$**

3. INSURANCE			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
General liability insurance	Quotes from 2 or 3 insurance agents who cover home care	$	$
Professional liability insurance	Same agents; often bundled with general liability	$	$
Workers' compensation (required once you have employees in most states)	Insurance agent or your state workers' comp fund	$	$
Fidelity / employee dishonesty bond	Insurance agent; some states and clients require it	$	$
Commercial auto or hired/non-owned auto	Insurance agent, if caregivers drive clients	$	$
Subtotal		**$**	**$**

4. OFFICE, EQUIPMENT AND SUPPLIES			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
Office rent and deposit (if your state requires a physical office)	Local listings; check your state's office rules first	$	$
Computer, printer, phone	Prices you find locally or online	$	$
Locking file cabinet for records	Office supply stores	$	$
Gloves, masks, sanitizer, first aid kits	Medical supply stores	$	$
Office furniture	Prices you find locally	$	$
Subtotal		**$**	**$**

5. TECHNOLOGY AND SOFTWARE			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
Scheduling / home care software	Free trials and price pages of 2 or 3 vendors	$	$
Electronic visit verification (EVV), if you bill Medicaid	Ask your state Medicaid office which EVV system is required	$	$
Payroll service	Price pages of 2 or 3 payroll companies	$	$

Website and domain	Domain registrar and website builder price pages	$	$
Business email and phone line	Email and phone provider price pages	$	$
Subtotal		**$**	**$**

6. HIRING AND TRAINING			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
Caregiver background checks (per person)	Your state-required background check vendor	$	$
Drug screening (if you require it)	Local testing labs	$	$
Caregiver training or certification courses	State-approved training providers in your area	$	$
CPR / first aid certification	Local CPR training providers	$	$
Job ads	Price pages of the job sites you plan to use	$	$
Subtotal		**$**	**$**

7. MARKETING			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
Logo and brochures	Quotes from a designer or print shop	$	$
Business cards and flyers	Print shop quotes	$	$
Online ads (optional)	The budget you choose	$	$
Community events and referral visits	Event fees, gas, materials	$	$
Subtotal		**$**	**$**

8. MONEY TO KEEP IN THE BANK BEFORE YOU OPEN			
Cost item	**Where to get the real number**	**Your estimate**	**Actual**
Payroll for your first few months (before payments come in)	Your expected caregiver hours x your pay rate; ask payers how fast they pay	$	$
Owner living expenses while you build	Your own monthly budget	$	$
Emergency cushion	The amount that lets you sleep at night	$	$
Subtotal		**$**	**$**

Your total startup budget

Section	Estimate	Actual
1. Licensing and registration	$	$
2. Business setup	$	$
3. Insurance	$	$
4. Office, equipment and supplies	$	$
5. Technology and software	$	$
6. Hiring and training	$	$
7. Marketing	$	$
8. Money to keep in the bank before you open	$	$
TOTAL STARTUP BUDGET	**$**	**$**

Save weeks of writing

Your state will want written policies and forms before it licenses you. The Home Care Agency Starter Bundle gives you a 44-policy Policy & Procedure Manual, 29 ready-to-use forms and a state-by-state guide, all in editable Word files.

Get it at homecarefounders.com

This worksheet is for planning and education only. It is not legal, tax or financial advice. Check your state's current requirements before you spend money.