

## Starting up a Homecare Business: The Steps to Take

- ☐ Set up a Clear & Comprehensive Business Plan
- ☐ Draft a Budget & Secure Funding
- ☐ Create a Business Entity
- ☐ Get Your Employee ID Number (EIN)
- ☐ Register With the Secretary of State
- ☐ Obtain Required Licenses and Certifications
- ☐ Obtain Proper Insurance
- ☐ Hire the Right People & Develop a Plan to Retain Them
- ☐ Get the Clients: Have a Sales & Marketing Plan in Place
- ☐ Define Formal Policies and Procedures
- ☐ Prepare for Operations: Scheduling, Accounting,  
Time & Mileage Tracking