



## I am an IHSS provider with one IHSS recipient

### Here's how the new rules affect you:

If you work more than 40 hours per week, you will receive overtime pay for your additional hours worked up to your recipient's maximum weekly hours.

**Reminder:** You cannot work more than your recipient's maximum weekly hours, which are their monthly authorized hours divided by 4.

#### Some months have more than four weeks,

so be sure to reduce your hours appropriately in the first four weeks of the month in order to save enough hours for the fifth week.

*Example: March has 31 days. If your client's monthly authorized hours are 100, your maximum workweek hours are 25 per week (100 hours / 4 weeks). However, in March you and your recipient may agree that you should work 22.5 hours the first four weeks, so that you have 10 remaining hours for the last few days of the month.*

#### What if my recipient needs me to work additional hours one week?

If your recipient needs services, you can work more than their maximum weekly hours—but you must get county approval to do so if it will result in you getting paid overtime (if you don't normally get overtime) or getting more overtime than usual. Be sure to adjust the hours you work the other weeks that month, because you may never work more than your recipient's monthly authorized hours.

It is very important that you understand these rules, as working more than your recipient's maximum weekly hours may result in a violation.

**If you need help completing your IHSS timesheet, or have questions about the new IHSS program rules, please contact UDW at 1-800-621-5016 or visit [www.udwa.org/timesheets](http://www.udwa.org/timesheets).**