Avoiding IHSS Program Violations

Starting July 1st, IHSS providers who submit timesheets that exceed their workweek and/or travel time limits will be subject to violations, up to and including termination from IHSS.

What is a violation?

✓ Working more than 40 hours in a workweek for a recipient if that recipient is authorized for less than 40 hours in a workweek
✓ Working more than your recipients’ maximum weekly hours if it results in you working more overtime than you are authorized to work that month
✓ Working for more than one recipient and exceeding 66 hours in a workweek
✓ Claiming more than seven hours of travel time per workweek

Important: If you do any of the above, you can avoid receiving a violation by getting approval from your local county office before you turn in your IHSS timesheet.

What happens if I get a violation?

Each time an IHSS provider receives a violation, it goes on your record, and both the recipient and the provider receive a notice and appeal rights information. The consequences for each violation escalate like this:

<table>
<thead>
<tr>
<th>1st Violation</th>
<th>2nd Violation</th>
<th>3rd Violation</th>
<th>4th Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice only</td>
<td>Notice with option of avoiding the second violation by completing a one-time training on the new rules</td>
<td>Notice and 3-month suspension</td>
<td>Notice and 1-year termination*</td>
</tr>
</tbody>
</table>

*Terminated providers must reapply and complete all the provider enrollment requirements again if they want to resume work through IHSS after the one-year termination.

For more information about the new timesheet rules, visit udwa.org/timesheets

If you need help completing your IHSS timesheet or have questions about the new rules or violations, call the UDW Member Benefits Center at 1-800-621-5016.