



Overtime pay starts February 1, 2016

– find out what you need to know

Avoid penalties by making sure you understand all of the new IHSS program rules

What's new?

Providers who work more than 40 hours per workweek will be paid **overtime**, which is one and a half times your regular pay rate. The maximum number of hours a provider can claim on his or her timesheet depends on the number of recipients for whom the provider works. In no case can a provider claim more hours working for a recipient than that recipient is authorized in a month. Providers who qualify will receive pay for **travel time**. If you accompany your client to a medical appointment in order to provide authorized services, and the recipient qualifies for medical accompaniment, you will be paid for **medical wait time**.

IMPORTANT: Reporting hours on your timesheet that violate any of these new rules will result in penalties starting May 1, 2016.

How is the IHSS timesheet process affected by these new rules?

- All IHSS recipients will now be assigned "maximum weekly hours."
- To find your recipients' maximum weekly hours, divide their total monthly authorized hours by four.
- The timesheet itself will not change. Continue reporting your hours worked on your timesheet as you always have.
- If you have one recipient and you are that recipient's only provider, do not report more than the recipient's maximum weekly hours.
- If you have multiple recipients, do not report more than 66 hours per week.
- If your recipient needs you to work more hours than usual and this results in you being paid overtime (if you don't normally get overtime) or more overtime than usual, that change in schedule must be approved by the county before you submit your timesheet.

What are the consequences of receiving a violation?

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

- 1st violation: Notice only
- 2nd violation: Notice with option of avoiding the second violation by attending a one-time training on the new rules
- 3rd violation: Notice and three month suspension
- 4th violation: Notice and one year termination*

**If a provider is terminated, they will have to reapply and complete all the provider enrollment requirements again.*

You will avoid getting a violation as long as you get county approval before you:

- Work more than 40 hours in a workweek for a recipient if that recipient is authorized for less than 40 hours in a workweek.
- Work more than your recipients' maximum weekly hours if it results in you working more overtime than you are authorized to work that month.

If you need help completing your IHSS timesheet, or have questions about the new IHSS program rules, contact the UDW Member Benefits Center at 1-800-621-5016. For more details on how these changes affect you, you can reference the flyer specific to your provider–recipient relationship online at udwa.org/timesheets.