



Oregon

Kate Brown, Governor

Department of Human Services

Aging & People with Disabilities

500 Summer Street NE, E-10

Salem, OR 97301

December 1, 2015

Dear Homecare Worker,



This letter covers four issues that we strongly urge you to read. The information highlights changes that are taking place in January 2016 including:

- The new timeframes for pay periods;
- Correctly completed vouchers;
- Pay Dates; and
- Travel Time.

PAY PERIOD CHANGES:

- All HCWs will have two pay periods per month:
 - The 1st through the 15th; and
 - The 16th through the last day of the month.

VOUCHER SUBMISSION DEADLINES:

- The Voucher Submission deadline is 3 business days after the pay period.
- You must submit your voucher by the Submission Deadline to be paid on the next available Pay Date.
- If you miss a Submission Deadline, or do not submit a Correctly Completed Voucher, you will be paid on the next pay date.
- If a Submission Deadline falls on a State or Federal holiday the deadline will be moved to the next business day.

COMPLETED VOUCHER

A *Correctly Completed Voucher* means that:

- You have accurately entered your hours **worked** not just those hours authorized.
 - Please remember if you claim all authorized hours but did not work all of those hours, you are committing Medicaid fraud.
- Your consumer has reviewed the hours you are claiming and has signed the form **after** you have completed it.
 - Please also remember, if you have your consumer employer sign the voucher before you fully completed it, you are both committing Medicaid fraud.

PAY DATES:

- DHS and OHA have 8 business days to process vouchers.
- Payments will run on the night of the 8th business day. (*See calendar*)

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- If there is an official holiday during the 8 days established for processing, the Pay Date will be moved to the next business day.

We highly recommend that you plan for these pay schedule changes. You will receive your Paid Time Off cash payout shortly after December 15, 2015 and you will receive payment for any of the 2015 vouchers you turn in in January on the former schedule. However, your first 2016 service payment will not arrive till February 2016.

TRAVEL TIME

Starting in January, you may be eligible for travel time. This is different than service related transportation with your consumer. Travel time payment may be claimed for time spent traveling directly between two individuals' homes or worksites when the travel occurs on the same day. Here are a few things to keep in mind:

- Only the most direct route may be claimed by the method of transportation chosen. Any additional time spent for personal reasons may not be claimed.
- If you are able to attend to personal business (not counting brief stops for gas or using the restroom), have at least one hour of break time between individual shifts, or you return home between individuals, traveling is not considered direct between individuals and may not be claimed as travel time.
- Time spent traveling to and from your home may not be claimed as travel time.
- Time spent traveling for your consumer's shopping or medical appointments may not be claimed as Travel Time.
- Payment for approved claims may not exceed 10% of your total wages. You are responsible for ensuring that claims do not exceed 10%.
- Claims will be paid at the base rate of pay only.
- Claims must be submitted for and approved separately from your work as a HCW.

Additional information on how to submit these claims will soon be provided.

If you have questions about any of these changes, you may want to check in with the SEIU Member Resource Center at 1 (877) 451-0002.

Thank you,

Department of Human Services
Aging and People with Disabilities
Long Term Care Systems