COMMUNICATION IS KEY

To avoid violations it is important to communicate with your recipient(s) about workweek scheduling

PROVIDER

• One recipient – you may work all of their authorized hours
• Multiple recipients - make sure that your total weekly hours for ALL recipients does not exceed 66 hours
• Communicate with recipient about your availability and discuss if multiple providers will be needed
• Do NOT work or claim more hours than you are assigned
• Always be aware of your recipient’s monthly authorized hours, maximum weekly hours, allowable overtime and the services you are allowed to perform (Review SOC 2271)

RECIPIENT

• Know your maximum weekly hours (Review SOC 2271A)
• Set a schedule for each provider to ensure that your maximum weekly and monthly hours are not exceeded
• Be aware if your provider works for other recipients.
• Understand how to adjust your hours from week to week and if you will need county approval or not
• Review timecards thoroughly before signing to avoid possible violations for providers
• Know the services that your provider is allowed to perform