



# 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