These hours do NOT count toward your maximum weekly hours or the recipient’s monthly authorized hours.

Maximum Weekly Travel Time = 7 hours
When determining maximum weekly hours, the state recommends dividing monthly authorized hours by 4 weeks. This will give you the number of hours you can work per week AND determine your maximum allowable overtime hours. Be sure to look at the entire month when determining your schedule with your recipient. If you work your maximum allowable hours every week, you will use up the recipients monthly hours before the end of the month.

**One Provider → One Recipient**

Recipient = **200** Monthly Authorized Hours

200 hours ÷ 4 workweeks = 50 hrs/week

This is equal to 40 hours Regular time + 10 hours Overtime

10 hours Overtime x 4 weeks = 40 Overtime hours per MONTH

**One Provider → Multiple Recipients**

Recipient #1 = **100** Monthly Authorized Hours

Recipient #2 = **175** Monthly Authorized Hours

Recipient #1 = 100 ÷ 4 = 25 hrs/week

Recipient #2 = 175 ÷ 4 = 43.75 hrs/week = 43 hrs & 45 minutes/week

This is equal to 68 hours & 45 minutes per week

HOWEVER, when working for more than one recipient, your max hours/week = **66**

This is equal to 40 hours Regular time + 26 hours Overtime

26 hours Overtime x 4 weeks = 104 Overtime hours per MONTH

*These recipients will need more than one provider to cover their monthly authorized hours*

**Multiple Providers → One Recipient**

Maximum weekly hours may be divided amongst providers in any manner the recipient sees fit. Total hours worked by all providers combined in a week may NOT exceed the recipient’s maximum weekly hours.

Recipient = 283 Monthly Authorized Hours

283 hours ÷ 4 workweeks = 70.75 hrs/week = 70 hrs & 45 minutes/week

All providers COMBINED hours may not exceed 70.75 hrs/week