*These hours do NOT count toward your maximum weekly hours OR the recipient’s monthly authorized hours*

**Maximum Weekly Hours = 66**

**Travel Time**

Travel Time is the time it takes for a provider to travel directly from providing services to one recipient to providing services for another recipient on the same day.

*These hours do NOT count toward your maximum weekly hours OR the recipient’s monthly authorized hours*

**Maximum Weekly Travel Time = 7 hours**
CALCULATION OF 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 recipient’s 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