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NOVEMBER XX, 2014

ALL COUNTY LETTER NO.: I- -14

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: **IMPLEMENTATION OF NEW TIMESHEETS TO ACCOMMODATE IN HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER PERSONAL CARE SERVICES (WPCS) OVERTIME AND TRAVEL TIME COMPENSATION**

REFERENCE: **Senate Bills [855](#) and [873](#); [ACL 14-76 \(October 8, 2014\)](#)**

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

This All County Letter (ACL) provides counties with information and instructions relating to Overtime and Travel Time compensation for IHSS and WPCS providers. In order to fulfill the provisions of Senate Bill 855, Senate Bill 873 and ACL 14-76, the IHSS timesheet has been redesigned and the Remittance Advice (RA) has been modified. In addition, this ACL provides information and instructions for system implementation of timesheet issuance process changes, and the new travel claim form process. All new forms referred in this ACL are available in Attachment A.

Background

Individuals who provide services for multiple recipients on the same workday will be able to claim hours to be paid for travel time in accordance with Welfare and Institutions Code (WIC) section 12300.4(f), which defines “travel time” as the time spent travelling directly from a location where authorized services are provided to one recipient, to another location where authorized services are to be provided to another recipient.

This travel time rule will apply to providers travelling between recipients of either program (IHSS and WPCS) as of January 1, 2015.

Providers who are eligible for travel time compensation will be issued the new travel timesheet and will be required to submit a State of California Travel Claim Form (SOC 2275) with each travel timesheet in order to receive compensation for travel time.

New IHSS Timesheets (SOC 2261 and SOC 2262)

Two new arrears pay timesheets have been created that will separate the pay periods into a four-week format: IHSS timesheet with no travel (SOC 2261) and the IHSS timesheet with travel (SOC 2262).

The Case Management Information Payrolling System (CMIPS) II has been modified to generate and accept the new timesheets in order to implement the overtime and travel time changes.

The two new timesheets have been improved from the current timesheet (SOC 843), making them easier to read and fill out. The new timesheets will replace the current timesheet beginning January 1, 2015 and will have the following features:

- A larger size paper: the timesheet will be printed on regular letter-sized paper
- Larger size print: the font type will be enlarged to make it easier to read and fill out
- A defined seven-day workweek to claim overtime
- Separate time entry boxes to claim travel time

New arrears timesheet form templates (travel and non-travel) will be added to CMIPS II in order to systematically generate the following types of timesheets:

- IHSS Initial/Replacement
- IHSS Supplemental
- WPCS Initial/Replacement
- WPCS Supplemental

Providers who are working for one recipient or working for multiple recipients living in the same household will not be eligible for travel time compensation. These providers will use the SOC 2261. (See Attachment A)

Per ACL 14-76, providers who meet the travel eligibility criteria must be identified in CMIPS II as travel-eligible in order for the system to generate a travel timesheet. Providers who are designated as travel-eligible will receive SOC 2262 as well as a SOC 2275. Counties will be required to enter the provider's travel information into the Travel Time screen to identify the provider as eligible to claim travel. Counties will receive instructions on how to identify travel-eligible providers in CMIPS II in a subsequent ACL.

In addition to these changes, the new timesheet will no longer include the recipient's monthly authorized hours. Providers, who need to find out how many hours they are authorized, will need to contact their recipient or county IHSS office for assistance.

ONLINE TIMESHEET ISSUANCE

New Process

To improve system performance and county user experience, the initial and replacement Timesheet Issuance Process (*Timesheet Issuance*) in CMIPS II has been modified to print up to two months of timesheets on demand to the county local CMIPS II printer, and up to six months of timesheets in the nightly batch to the local county CMIPS II printer. An additional printing option has been added to Timesheet Issuance to allow the county user to request up to 12 months of timesheets be printed and mailed by the centralized printing vendor beginning January 1, 2015. This option will give uniformity to the timesheet layout by printing at one location and will help the Timesheet Processing Facility (TPF) in the data capturing process. The existing Timesheet issuance error messages have been modified to meet the new rules and criteria.

During Overtime/Travel Time Implementation

Currently, CMIPS II allows a county user to generate and print replacement timesheets online through the *Timesheet Issuance* screen and/or when first assigning the provider to a case for periods of up to one pay period beyond the pay period of the date of request. In addition, December Part B payments usually have a January Part A timesheet attached and distributed with the warrant.

The new timesheets, SOC 2261 and SOC 2262, will be implemented in CMIPS II on December 29, 2014. Therefore, the timesheet generation process will be modified to hold timesheet requests for January 1 – 15, 2015 (Part A) and will send a timesheet void indicator to the State Controller's Office (SCO). The SCO next timesheet process will mark the timesheet attached to the warrant that would have January 2015 Part A information as "void". The status of "**Held – Pending FLSA (Fair Labor Standards Act) Timesheet Implementation**" will be applied to the timesheets requested through this period.

New temporary informational error messages will be added in CMIPS II to prevent the keying of a timesheet or the reordering of a replacement timesheet for a pay period that has a timesheet with the status of "Held - Pending FLSA Timesheet Implementation". Once the SOC 2261 and SOC 2262 timesheets have been implemented, the 'Held' timesheets will receive a one-time update and all timesheets that were held for 2015 will be automatically issued. These timesheets will have a new timesheet number assigned. The counties will receive a report identifying the timesheets that had the Held status assigned. This report will be loaded to the Secure File Transfer (SFT) server and will contain the following information: case number, provider number, old timesheet number, new timesheet number, and county/district office.

Timesheet Printing

Starting January 1, 2015 the new timesheets and the new Travel Claim Form will be printed and mailed by the Employment Development Department (EDD) within 3-5 business days of the request date. The timesheet for the next pay period will no longer be attached to the SCO warrant; however, SCO will continue to process the warrants in the existing 3-5 day timeline. A separate mailing will contain the SCO warrant and RA. The timesheet and paycheck will now be mailed separately to providers so they will no longer have to tear these documents apart.

Remittance Advice Changes

Authorized overtime will be reported on the RA when payment made to the provider includes authorized overtime for either IHSS or the WPCS program. Travel time will be paid for authorized providers and will be reported on the RA. The RA has been modified to include the following line items: authorized overtime hours, authorized travel hours, and authorized mandatory training hours.

Timesheet Processing Facility Changes

TPF process changes have been made to support the travel and no travel timesheets, which include the capturing, scanning and storing of timesheet data into CMIPS II. Moreover, the TPF has established two new PO Boxes for timesheets, as indicated on the new timesheets; IHSS Timesheet without Travel SOC 2262 – should be mailed to PO Box 272862, Chico CA 95927, and the IHSS Travel Timesheet and Travel Claim Form SOC 2261 and SOC 2275 – should be mailed to PO Box 272863, Chico CA 95927.

Travel Claim Form (SOC 2275)

In order to document the travel time spent between recipients on a same day, a Travel Claim Form (SOC 2275) has been developed. Providers working for multiple recipients will receive the SOC 2275 along with their SOC 2262 for each recipient for whom they provide services. Providers who wish to claim travel time, must complete the SOC 2262 and SOC 2275 for each recipient they travelled to and mail the two documents in one return envelope to the TPF PO Box designated for travel. If a SOC 2275 is not received with the travel timesheet, the travel time will not be paid; instead it will be processed as a regular non travel timesheet to pay all service hours claimed. The TPF will scan the SOC 2275 to capture only an image of the form for display in CMIPS II.

Authorized travel time from one recipient to another on the same day must be claimed on the SOC 2275 for the recipient the provider travelled to. In special situations where a provider travels to the same recipient twice in the same day, (i.e. special situation occurred and the provider had to travel back and forth from one recipient to another on the same day) the total amount of time travelled for that day must be entered. A justification is required in the comment section in this situation.

The statute prohibits a provider from engaging in travel time more than seven hours per workweek. Each provider must coordinate his/her work hours with his/her recipients to ensure that his/her travel time does not exceed the limit of seven hours per workweek. If a provider engages in travel time in excess of the seven hour limit, he/she will be paid for the travel hours reported on the SOC 2262 and SOC 2275; however, the provider will incur a program violation starting April 1, 2015 when the three month transition period is over. (See the Policy Violations section of ACL 14-76 dated October 8, 2014 for additional information regarding program policy violations.)

Travel Claim Form Interim Processing

An interim process has been established for the TPF to manually verify that each SOC 2262 is received with a valid SOC 2275 between January 1, 2015 and March 31, 2015.

The SOC 2262 and the SOC 2275 must be completed by providers and mailed in the same envelope to the designated PO Box: PO BOX 272863, Chico, CA 95927-2863.

The TPF will send an email notification to the county of record if a SOC 2262 (with travel time recorded) is received without a SOC 2275. The email notifications will be sent to the existing county contacts who currently receive "Timesheet Rejection Notifications" from the TPF. The email will have an embedded spreadsheet that will list the following information for each timesheet: timesheet number, provider ID number, case ID number, date received and a non-conformance rejection reason defined below as determined by the TPF staff:

- Received without SOC 2275
- Received with SOC 2275 that does not match the travel timesheet (provider and/or recipient names are different, missing, or illegible)
- Total travel hours recorded on SOC 2275 do not match the corresponding travel timesheet SOC 2262.

One email will be sent to each county for each reporting day. The email notification will be sent out by 10:00 AM on the following business day upon receiving the timesheets. The TPF will send a notification to each county even if there are not any timesheets to report for that day. The embedded spreadsheet will contain no timesheet records and the body of the email will contain the following: "No timesheets to report."

The TPF will validate that each SOC 2275 matches the corresponding SOC 2262 mailed in by the provider. The data elements to be verified are:

- Provider ID number
- Timesheet number
- Total travel hours

The total travel hours for each workweek on the SOC 2275 will be verified against the travel hours recorded for the corresponding workweek on the travel timesheet. The TPF will only verify the total hours for each workweek on the SOC 2275 as recorded by the provider.

Effective April 1, 2015 an SOC 2275 associated with Interim Manual Processing workflow received by the TPF will be forwarded to California Department of Social Services (CDSS). The TPF will not manually add up the hours recorded on each specific day to derive a weekly total number of travel hours.

SOC 2275 Processing Effective April 1, 2015

The SOC 2275 must be received along with the SOC 2262 at the TPF travel timesheet PO Box address. The TPF will scan the Travel Claim Form and store the image in CMIPS II. A new link will be established in CMIPS II to allow viewing of the scanned image of the SOC 2275. If the SOC 2275 is not received with a travel timesheet the travel time will not be paid; as a result, the timesheet will be processed as a regular non-travel timesheet to pay all authorized service hours claimed but not travel hours claimed. The provider must contact the county and request a replacement travel timesheet and replacement SOC 2275.

Advance Pay Timesheets

Advance pay recipients and providers will use the existing SOC 842 Advance Pay Reconciliation Timesheet and the current payment process will remain the same which will pay the Recipient an advance pay warrant at the beginning of the month for the case authorized hours at the normal hourly wage rate.

A new CMIPS II process will be implemented to pay authorized overtime pay to a provider when a SOC 842 reconciling timesheet is received with overtime hours. CMIPS II will automatically calculate, process, and issue a warrant for the additional hourly wage amount directly to the provider, when applicable. If the Advance Pay provider wants and is eligible to claim travel time, the county staff should provide a SOC 2275 to the Advance Pay providers. The completed SOC 2275 should be mailed to the TPF travel PO Box. The SOC 2275 can also be downloaded from the CDSS website. From January 1, 2015 through March 31, 2015 a county special transaction will be available in CMIPS II for processing Advance Pay provider travel time payment. The CMIPS II Screen and Process ACL will provide the county with the advance pay special transaction information.

In order to support authorized overtime and travel time compensation rules, the Advance Pay timesheet is currently being redesigned with the four workweeks format. The new timesheet will be implemented after April 2015 and counties will be notified through a future ACL.

Advance Pay timesheets will be processed and reconciled twice a month instead of once a month, which means providers working for Advance Pay recipients must submit their timesheets twice a month to claim authorized overtime and/or travel time, if applicable. Advance Pay timesheets can be issued for up to two months on demand by CMIPS II county users and three months in nightly batch processing but cannot be issued using the centralized print center.

If you have questions or comments regarding this ACL, please contact the Adult Programs Division CMIPS II and Systems Operations Unit at (916) 551-1003 or via e-mail at: CMIPSII-Request@dss.ca.gov.

Sincerely,

EILEEN CARROLL
Deputy Director
Adult Programs Division

Attachment A

c: CWDA

bc: ACL File
Control #: 14 – XXXX

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DRAFT

**NEW FORMS FOR USE IN IMPLEMENTING SENATE BILL
(SB) 855 AND SB873**

Number	Title	Intended Purpose
New Forms		
SOC 2261	Individual Provider Timesheet – No Travel Arrears	To be used by IHSS/WPCS providers not serving to multiple recipients to claim the hours they worked for their recipient. This form of timesheet is to be used for 1:1 relationship (1 provider: 1 recipient).
SOC 2262	Individual Provider Timesheet – Travel Arrears	To be used by IHSS/WPCS providers serving multiple recipients to claim the hours they worked for each recipient.
SOC 2275	Travel Claim Form	To be used by IHSS/WPCS providers serving multiple recipients to document the travel time engaged for each recipient.