

Workweek Scheduling

It is important you understand the IHSS workweek limitations and how to follow them while providing services to recipient(s).

An IHSS workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.



As an IHSS provider, you are now eligible to be paid overtime for hours worked over 40 hours in a workweek within certain limitations. The overtime pay rate is one and a half times the regular pay rate.

If you *work for more than one recipient*, it is your responsibility to make sure the total hours you work in a workweek for **all** recipients do not total more than 66 hours. If you *work for only one recipient*, you may work all of his/her hours as long as you do not exceed the recipient's maximum weekly hours. Always make sure you do not exceed your recipient's monthly authorized hours, or exceed your recipient's maximum weekly hours without prior approval from the county if it will result in more overtime than you usually work.

NOTE: Some recipient's maximum weekly hours require their provider to work overtime. If this is the situation with your recipient, be sure *not* to exceed the recipient's maximum weekly hours without *first getting county approval if you will accrue more overtime than you would normally work.*

The [Recipient/Provider Workweek Agreement \(SOC 2256\)](#) helps recipients with multiple providers make a work

schedule. This form will be completed and signed by the recipient and each of his/her providers. It keeps track of the number of hours each provider will work for the recipient each workweek. The **total** number of hours in the workweek agreement must correspond to the recipient's maximum weekly hours. However, it should be noted that the agreement is a guide. Your recipient may adjust how you or your recipient's other providers work their maximum weekly hours in any given week as long as they do not exceed their maximum weekly hours, and it does not cause one of their providers to work in excess of 66 hours in a workweek.

The [Provider Workweek and Travel Agreement \(SOC 2255\)](#) helps providers who work for multiple recipients make a workweek schedule. This form includes travel time, which is limited to 7 hours per workweek for providers who travel directly from providing service to one recipient to provide service to another recipient.

**IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM
PROVIDER WORKWEEK & TRAVEL TIME AGREEMENT**

PROVIDER NUMBER _____

(To be completed by a provider who provides authorized services to multiple recipients)

PROVIDER NAME _____

PROVIDER NUMBER _____

PART A. WORKWEEK SCHEDULE

PROVIDER REQUIREMENTS:

- State law (Welfare and Institutions Code section 12300.4) limits providers in the IHSS and Waiver Personal Care Services (WPCS) programs to working a maximum weekly number of hours providing IHSS and WPCS. A provider who works for multiple recipients is limited to providing 66 hours per workweek.
- The maximum weekly workweek does not include travel time as described in Part B of this form. The workweek starts on Sunday at 12:00 a.m. (midnight) and ends at 11:59 p.m. on the following Saturday.
- Recipients are authorized services on a monthly basis and, based on state law, are limited to receiving a set amount of those services on a weekly basis. You will get a notice telling you how many authorized service hours each of your recipients gets weekly and monthly. You may never work more than a recipient's monthly authorized hours for that recipient. However, you may work more than a recipient's weekly authorized hours in certain circumstances. A recipient may adjust his or her weekly authorized hours, but he/she must get approval from the county if the adjustment will result in either a provider working more overtime hours in the month than the provider would normally work or working over 40 hours in any workweek for him/her (when, he/she is authorized to receive 40 hours or less in services in a workweek).
- It is your responsibility as a provider to:
 - Make sure that the total combined hours you work providing authorized services for all the recipients you work for in one workweek do not total more than the 66 hours in a workweek.
 - Make sure that the hours you work providing services to any one of your recipients are not more than that recipient's weekly authorized hours, unless the hours are correctly adjusted.

Workweek Adjustments:

There may be times when your recipient will ask you to **adjust** your work hours to meet his/her needs. Your recipient may authorize an adjustment to your weekly work hours *without county approval* when all three of the following conditions are met:

- You are the only provider;
- You don't work for any other recipients; **AND**
- Your weekly work schedule is adjusted in the remaining workweeks of that month to make sure you do not work more than your recipient's monthly authorized hours or work more overtime hours in the month than you would normally work.

Your recipient will *need to request approval from the county when the adjustment:*

- Requires you to work more than 40 hours in a workweek if the recipient's maximum weekly hours are 40 hours or less, **OR**
- Exceeds your recipient's maximum weekly hours and will work more overtime hours in the month than you normally would.

You should always check with your recipient to make sure he/she has received approval before or as soon as possible after you have worked over 40 hours during a workweek if your recipient's maximum weekly hours are 40 or less, or if you exceed your recipient's maximum weekly hours during a week which results in you working more overtime hours in the month than you normally would.

Note: Even if you get county approval for an adjustment, you may never exceed the recipient's monthly authorized hours.