

San Joaquin Cares...



IHSS Public Authority

Public Authority-Care Communications

February 2017

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Upcoming Trainings

Personal Care Training presented by the Public Authority

⇒ 2/10/17- 10:00 a.m.— 11:00 a.m.

⇒ 2/28/17- 1:00 p.m.—2:00 p.m.

Dementia Conversations and Know the 10 Signs: Early Detection Matters presented by the Alzheimer's Association

⇒ 3/23/17 - 10:30 a.m.—1 p.m. (includes a break)

Infection Control Training presented by the Public Authority

⇒ 3/6/17 - 1p.m.—2 p.m.

⇒ 3/29/17 - 10 a.m.—11 a.m.

Dates and times are subject to change for all trainings. In addition to the trainings above we also offer CPR/AED/FA training once a month to eligible providers and recipients at no cost. Registration is required for all our trainings, please call Nicole at (209) 468-1747.

Like us on Facebook to stay up to date on any training updates or important information regarding IHSS. You can also message us with any questions you may have!

<https://www.facebook.com/SanJoaquinCares/>

New Pay Rate

Effective 1/1/17 the pay rate for providers in San Joaquin County increased to \$10.50 per hour. Overtime will now be paid at \$15.75 per hour for hours worked over 40 in a workweek with prior approval.

Mandated Reporter

Public Authority

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As an IHSS provider, you are a "Mandated Reporter". Being a mandated reporter means that by law you must report any suspected abuse immediately to the County Adult Protective Services (APS) or Children's Protective Services (CPS) agency. The abuse might be of the recipient you serve, someone else in the recipient's home, or anyone else, whether you are working or not.

Adult Abuse

Adult abuse happens when an elder or dependent adult:

- ◆ is slapped, hit, choked, pinched, kicked, shoved, or given too much or too little medication
- ◆ is constantly yelled at, threatened with physical harm, or threatened with being left alone
- ◆ is deserted by a caregiver when he/she cannot get necessary food, water, clothing, shelter or health care
- ◆ is kept from getting mail, telephone calls, or visitors or prevented from going outside or to public places
- ◆ loses money, property, or items of value by force or without their knowledge or approval
- ◆ is neglected by someone who should be providing care, food, water, paying the rent or utilities or other bills
- ◆ is taken out of state when the person is not capable of giving their consent
- ◆ is raped or molested

Self neglect of an elder or dependent adult is also abuse. An elder is anyone aged 65 or older. A dependent adult is anyone between the ages of 18 and 64 who has physical or mental limitations that keep them from carrying out normal daily activities or protecting their own rights

Child Abuse

Child abuse happens when a child:

- ◆ has a physical injury by other than accidental means
- ◆ is subjected to willful cruelty or unjustifiable punishment
- ◆ is abused or exploited sexually
- ◆ is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision

APS phone number: (209) 468-3780 **CPS phone number:** (209) 468-1333

FLSA SOC 846

In December 2015 the CDSS mailed a SOC 846 to all providers along with an informational mailer. The SOC 846 includes information about the new overtime and travel time requirements. There are still providers who have not completed this form. These forms must be submitted by April 29, 2017 to avoid being terminated as a provider effective July 1, 2017. We will be sending information by mail to those who have not yet submitted the SOC 846 with information on how to successfully complete this mandatory form. For those who have already submitted the form nothing else needs to be done.

Q & A

- ◆ **Q:** I want to know the status of my timesheet and if you received it.
- ◆ **A:** Contact the Provider Help Desk at (866) 376-7066 and please have your provider number ready.
- ◆ **Q:** I moved to a new address and I have not been receiving timesheets.
- ◆ **A:** Contact your local Public Authority to do an address change, then call payroll the next day to order new timesheets.
- ◆ **Q:** I wasn't paid all my hours and there are other providers who work for the recipient and got paid for all their hours.
- ◆ **A:** It is the recipient's responsibility to assign hours to each of their providers, any hours over the authorized hours will not be paid for by IHSS.
- ◆ **Q:** I made a mistake and didn't claim all my available authorized hours for my recipient. Is there any way I can get paid for the hours I forgot to claim?
- ◆ **A:** Contact IHSS Payroll to receive a supplemental timesheet to claim the remaining hours.
- ◆ **Q:** I didn't get any timesheets after completing orientation and fingerprinting, how can I get them?
- ◆ **A:** Contact your local Public Authority to see if you have any other pending documents. Timesheets will not be sent to providers who have not completed all required documents or if there are any verifications pending.
- ◆ **Q:** I know someone who would like to apply for IHSS where do they start?
- ◆ **A:** They will need to contact the Referral for Services line to apply.
- ◆ **Q:** Does the Social Worker need to be notified when my client is not receiving services in their home? (i.e. in the hospital, on vacation, in a nursing home)
- ◆ **A:** Yes, it is required that the Social Worker be notified every time to avoid possible fraud and timesheet errors.

Payroll: (209) 468-1706

Referral for Services : (209) 468-1104

Public Authority's : (800) 491-1996

IHSS Public Authority
San Joaquin County
24 S. Hunter St, Rm 5
Stockton, CA 95202



W-2 Information

San Joaquin County has until the end of January 2017 to mail W-2's to providers. They will be sent to the current mailing address payroll has on file. If you moved and never updated your address please come in to the Public Authority to complete a change of address . If you worked and were paid for more than one recipient in 2016 you will receive a W-2 for each individual. Duplicate W-2s will not be available until after March and must be requested from payroll @ (209) 468-1706.

FEDERAL TAX ID: 942629822

STATE TAX ID: This is only listed on the W-2's if applicable based on gross wages, for questions on this providers can call State EDD.

STATE EDD: 1-888-745-3886

IRS (FOR TAX QUESTIONS): 1-800-829-1040

FRANCHISE TAX BOARD: 1-800-852-5711

Contact Us

IHSS Public Authority
24 S. Hunter St STE 5
Stockton, CA 95202
(800) 491-1996

Visit us on the web
at:

www.sanjoaquincares.com

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