

Date: **Enter Date Here**

Dear **Name of Recipient (Consumer)**:

This letter is regarding In-Home Supportive Services (IHSS) Advance Pay and the process required for payment reconciliation.

Your IHSS advance payment is issued by the State of California on the first of each month. Recipients receiving IHSS Advance Pay are responsible for ensuring reconciling timesheets are submitted **within** 45 days from the date of the advance payment issuance. If reconciling timesheets have not been received by the 45th day from payment issuance, the county may begin collection of an overpayment from you to recover the unreconciled amount. If reconciling timesheets have not been received by the 90th day from the date of payment issuance, the county may change your IHSS payment method from Advance Pay to payment in arrears. This means that you will no longer receive a payment in advance from which to pay your provider(s); instead your provider(s) will be paid after their timesheets are received and processed.

For example, if you receive your advance payment on July 1st, your providers' timesheets will be due by August 15th (45 days from payment issuance). If your providers' timesheets are not received by August 15th, you will be in violation of the IHSS Advance Pay requirements and the county may begin collection of an overpayment from you. If your providers' timesheets are not received by October 1st (90 days from payment issuance), the county may issue a Notice of Action that your Advance Pay will be terminated and that your providers' payment method will be changed to arrears.

It is recommended that IHSS providers submit reconciled timesheets to the Timesheet Processing Facility at the end of each pay period – usually on the 15th and again on the last day of the month – for timely reconciliation and to avoid confusion.

If you have any questions regarding IHSS Advance Pay, please contact **Enter County Contact Here** at **(XXX) XXX-XXXX**.

Sincerely,