December XX, 2016

ALL COUNTY LETTER NO. 16-XX

TO:       ALL COUNTY WELFARE DIRECTORS
           ALL IHSS PROGRAM MANAGERS
           IN-HOME OPERATIONS COORDINATORS

SUBJECT: MODIFICATIONS TO IN-HOME SUPPORTIVE SERVICES AND WAIVER PERSONAL CARE SERVICES IN CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM, IHSS STANDARD TIMESHEET, AND LIVE-IN SELF CERTIFICATION FORM

REFERENCE: SENATE BILL 855 (CHAPTER 29, STATUTES OF 2014)  
           AND SENATE BILL 873 (CHAPTER 685, STATUTES OF 2014); ACL 16-07 (JANUARY 21, 2016), ACL 16-22 (APRIL 1, 2015), ACL 16-44 (MAY 10, 2016)

This All County Letter (ACL) provides counties with information and changes to Case Management, Information and Payrolling System (CMIPS) functionality due to implementation of Senate Bill (SB) 855 and SB 873 in the In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) programs. Additional information and modifications to CMIPS regarding Internal Revenue Service (IRS) Notice 2014-17 is also included in this ACL. This ACL will discuss new and modified functionality in CMIPS relating to:

- Overtime Enforcement
- Overtime Exemptions
- The IHSS Standard Timesheet
- Unannounced Home Visits
- Targeted Mailings
- The New Live-In Self Certification Form

BACKGROUND
Systems functionality for CMIPS has been modified to continue implementation of SB 855 and SB 873. Modifications have been made to CMIPS regarding CDSS Overtime Violation Enforcement, Overtime Violations Exemptions, Unannounced Home Visits, and Targeted Mailings. Additionally, a change has been made to the instructions in the IHSS Standard Timesheet. Lastly, CDSS received clarification on IRS Notice 2016-17 and information regarding this is presented in this ACL.

**Overtime Violation Enforcement**

Modifications will be made to CMIPS to allow CDSS to override an overtime violation after the final review has been completed on a violation. For the First and Second Violations, this means that CDSS override cannot occur until after the County Dispute process has been completed. For the Third and Fourth Violations, this means that CDSS override cannot occur until after the State Administrative Review has been completed. This functionality is only available for CDSS use; further direction regarding this functionality will be provided at a later date.

**Overtime Exemption**

Additional functionality has been added to CMIPS regarding Overtime Violation Exemptions. For those providers that qualify for an exemption, CMIPS will allow them to exceed the 66 hour weekly cap and work up to 360 hours per month.

Two new screens have been added to aid county users in tracking hours claimed by the exempt provider.

Please note: At this time, Advance Pay providers cannot be marked as Exempt in the system until additional functionality is implemented. If a user attempts to do so, an error message will display.

**Monthly Provider Paid Hours Screen**

A new screen has been added that will allow a user to see the provider’s paid hours by service month, called the *Monthly Provider Paid Hours* screen (Figure XX). This screen is accessed by selecting the ‘Monthly Provider Paid Hours’ link from the Payroll folder. The screen will not display data for service months prior to 1/1/2017 or prior to the
implementation of the Exemption Cutback on 12/16/2016. The fields displayed on this screen are:

- **Service Period From Date** and **Service Period To Date**: The time period used in the search parameters cannot exceed one year.
- **Service Month**: Service month the record is pertinent to.
- **Overtime Exemption**: Field displays either Yes or No depending on if the Provider has an overtime exemption for the service month.
- **Claimed Hours**: The total number of claimed hours for the service month across all the cases the provider works.
- **Paid Hours**: Total number of hours paid to the provider in the service month across all cases the provider works.
- **IHSS Exemption Cutback**: If a provider has an Overtime Exemption and claims hours over the Overtime Exemption limit, the system will automatically cut back the hours. Those IHSS hours that were cut and not paid will be displayed in this field.
- **WPCS Exemption Cutback**: If a provider has an Overtime Exemption and claims hours over the Overtime Exemption limit, the system will automatically cut back the hours. Those WPCS hours that were cut and not paid will be displayed in this field.

**View Monthly Provider Paid Hours Screen**

In order to aid users in viewing the hours a provider is paid on a monthly basis, a new screen, the **View Monthly Provider Paid Hours screen**, has been implemented (Figure XX). When a user selects the ‘View’ link for a record on the **Monthly Provider Paid Hours** screen, the **View Monthly Provider Paid Hours** screen appears.

![Figure XX: View Monthly Provider Paid Hours Screen](image-url)

The fields associated with this screen are:

- **Recipient**: Recipient Case Name
- **Time Entry Type**: Time Entry Type
- **Program**: Program associated with the payment (either IHSS or WPCS)
- **Status**: The warrant status
- **Service Period Begin Date**: The service period associated with the payment
- **Processed Date**: The date the payment was processed
- **Claimed Hours**: The total number of claimed hours on the provider payment for the service month across all cases the provider works for
- **Paid Hours**: The total number of hours paid to the provider in the service month
- **Ineligible Hours Cutback**: The total number of hours cutback due to provider ineligibility (due to the provider being on Leave, claiming greater than assigned hours, etc.)
- **Exemption Cutback**: For a month where the Overtime Exemption is Yes, the total number of hours over the Overtime Limit which were not paid to the provider.
- **Overpayment Recovery**: The number of overpayment recovery hours which have been collected for the service month through an overpayment recovery. As hours are recovered, the Claimed Hours, Paid Hours and Exemption Cutback hours will be adjusted.

In addition to the new screens, to support this functionality, 28 new error messages have been added to CMIPS. Eight error messages have been modified.

**EXCEPTIONED TIMESHEETS**

CMIPS has been modified to have a new status displayed when a payment correction has been made for an exceptioned timesheet. This new status can be seen in the Timesheet Search screen as 'Exception-Paid' (see Figure XX.). Please note that the county business process for payment of an exceptioned timesheet has not changed.

In addition to the added status change, CMIPS has also been modified to display a new status to reflect when an exceptioned timesheet has been replaced with a new timesheet. This modified status is called 'Exception-Replaced' and can also be viewed in the Timesheet Search screen. (Figure XX)
These new timesheet statuses will also be included on the timesheet data download file.

In addition to the status changes, screens have been modified with a number of new links related to and dependent on the timesheet exception process.

**View Timesheet**

Two new links have been added to the View Timesheet screen, that will display depending on which part of the Timesheet Exception business process is active. When the status of the timesheet is 'Exception-Replaced', the 'View Replaced Timesheet' link is available on the View Timesheet screen. When this link is selected, a View Timesheet pop up screen for the replaced timesheet will display (see Figure XX).

![Figure XX: View Timesheet Screen](image)

When the status of the timesheet is 'Exception-Paid', the 'View Payment Correction List' link is available on the View Timesheet screen. When this link is selected, all of the payment corrections associated will be displayed (see Figure XX).

![Figure XX: View Timesheet Screen](image)
Timesheet History

A new link has been added to the Timesheet History screen. When the user selects the ‘View’ link on the Timesheet History screen, the View Timesheet screen will display for that particular timesheet (see Figure XX).

![Timesheet History Screen](attachment:timesheet_history.png)

**Figure XX: Timesheet History Screen**

View Payment Corrections List

When the ‘Payment Correction Number’ link from a created payment correction is selected from the View Payment Correction List screen, the View Payment Correction screen will display (see Figure XX).

![View Payment Corrections List](attachment:payment_corrections.png)

**Figure XX: View Payment Corrections List**
View Payment Correction

On the View Payment Correction screen, a new link, ‘View Timesheet Details’, has been added to allow the user to view the associated timesheet. (See Figure XX.)

![View Payment Correction Screen]

Once the user selects this link, the pop up View Timesheet screen will display.
View Timesheet History

A new cluster has been added to the View Timesheet History screen; this new cluster is the ‘Exceptions’ cluster. The reason for the timesheet exception will display in this new cluster (see Figure XX).

![View Timesheet History Screen](image)

Figure XX: View Timesheet History Screen

Unannounced Home Visits

CMIPS has been updated to appropriately track and record data pertinent to Unannounced Home Visits (UHV) and Targeted mailings, as well as generate the correct Notice of Action (NOA) within CMIPS.

Modified Screens

The series of screens related to the unannounced home visit process has been modified in order to better represent the business process related to unannounced home visits.
Unannounced Home Visit

Two new fields have been added to a record in the *Unannounced Home Visit* screen, the ‘UHV Status’ field and the ‘Status Date’ field (see Figure XX).

![Figure XX: Unannounced Home Visit Screen](image)

In the *Create Unannounced Home Visit* screen, modifications have been made to the selections in the ‘Outcome’ drop down field, including four new selections.

- Entry Denied
- Uncooperative
- No Contact Made
- Not Available

Additional modifications have been made to the selections in the ‘Outcome’ drop down menu. The modifications include changing the ‘No Further Action’ selection to ‘Completed’ and removing the selection of ‘Verbal Warning’.

Additionally, once a record has been made in the *Unannounced Home Visit* screen, a new link ‘View’ will appear. This new link replaces the ‘Edit’ link (see Figure XX).

![Figure XX: Unannounced Home Visit Screen](image)

If the Initial Unannounced Home Visit is considered successful, the user will enter and save the information regarding the visit and the process is completed. However, if the initial Unannounced Home Visit is unsuccessful, the user will record the information in CMIPS and attempt follow up visits at a later date. Modifications have been made to the *Unannounced Home Visit Details* screen that allows a user to record information regarding follow up visits.
Modify Unannounced Home Visit Details

The Modify Unannounced Home Visit Details screen has been extensively modified to include a new cluster that allows the user to record information pertinent to follow up visits if the initial unannounced home visit is unsuccessful. This cluster is called ‘Follow Up UHV Attempt’ and contains the following links (see Figure XX):

- Create Follow Up Letter
- Create Follow Up Phone Call
- Create Follow Up Visit

![Figure XX: View Unannounced Home Visit Details Screen](image)

When a user selects a link in the Follow Up UHV Attempt Cluster, a new pop up window will be displayed. Please note that each business process must be followed in sequential order for the next link to be accessible. When the user saves information in the Follow Up UHV Attempt cluster, the Unannounced Home Visit Details screen and status date will be updated accordingly with the new information, so that the user may see at-a-glance where they are in the Unannounced Home Visit process. The information a user needs to fill out will be different depending on where the user is in the process.
Create Follow-up Letter Entry

When a user selects the ‘Create Follow-up Letter’ link the Create Follow-up Letter Entry screen will pop up (see Figure XX). There are two field displayed. The ‘Letter Mailed Date’ field is the date the follow up letter was mailed by the user to the recipient or provider and is required. The second field is a Comments box. This field, like other Comment areas in CMIPS, is limited to 1,000 characters. Please Note: there is no history associated with the Comments fields for Unannounced Home Visits. If a user adds more comments at a later date, they may add to the already recorded Comments. Note: Once an entry is saved for the ‘Create Follow-up Letter’ link in the Follow Up UHV Attempt Cluster, the link ‘Create Follow-up Letter’ changes to a ‘Modify Follow-up Letter’ link.

Create Follow-up Phone Call Entry

When a user selects the ‘Create Follow-up Phone Call’ link, the Create Phone Call Entry screen will pop up (see Figure XX). There are two fields displayed. The ‘Phone Call Date and Time’ is a required field for the user to enter the date and time of the follow up phone call. The second field is a Comments box. Note: Once an entry is saved for the ‘Create Follow-up Phone Call’ link in the Follow Up UHV Attempt Cluster, the link ‘Create Follow-up Phone Call’ changes to a ‘Modify Follow-up Phone Call’ link.
Create Unannounced Home Visit
When a user selects the 'Create Follow-up Visit' link, the Create Unannounced Home Visit screen will pop up (see Figure XX). There are three fields displayed. The ‘Home Visit Date and Time’ and the ‘Outcome’ fields are required for the user to enter the date and time of the follow up visit and the outcome. The second field is a Comments box.

Note: Once an entry is saved for the ‘Create Follow-up Visit’ link in the Follow Up UHV Attempt Cluster, the link ‘Create Follow-up Visit’ changes to a ‘Modify Follow-up Visit’ link.

![Create Unannounced Home Visit Screen](image)

**Figure XX: Create Unannounced Home Visit Screen**

When viewing the Unannounced Home Visit Details screen, a new cluster has been added in order to aid users that have been unsuccessful with follow up contact attempts regarding an Unannounced Home Visit. This cluster is called ‘Final UHV Attempt’ and contains the following links (see Figure XX).

- Create Final Phone Call
- Create Final Visit
When a user selects the 'Create Final Phone Call' link, the Create Phone Call Entry screen will pop up (see Figure XX). There are two fields displayed. The 'Phone Call Date and Time' is a required field for the user to enter the date and time of the follow up phone call. The second field is a Comments box. Note: Once an entry is saved for the 'Create Final Phone Call' link in the Final UHV Attempt Cluster, the link 'Create Final Phone Call' changes to a 'Modify Final Phone Call' link.
Create Unannounced Home Visit
When a user selects the 'Create Final Visit' link, the Create Unannounced Home Visit screen will pop up (see Figure XX). There are three fields displayed. The ‘Home Visit Date and Time’ and the ‘Outcome’ fields are required for the user to enter the date and time of the follow up visit and the outcome. The second field is a Comments box. Note: Once an entry is saved for the ‘Create Final Visit’ link in the Final UHV Attempt Cluster, the link ‘Create Final Visit’ changes to a ‘Modify Final Visit’ link.

![Figure XX: Create Unannounced Home Visit Screen](image)

Inactivate/Delete Entries
A new ‘Inactivate’ link will display only on the same day an entry was recorded for the following entry options:

- Follow-up Letter
- Follow-up Phone Call
- Final Phone Call

The link will provide the ability to inactivate/delete entries (see Figure XX). If multiple entries are made on the same day and are deleted on that day, entries can be deleted. The last entry is deleted first, then the next entry, and so on.
When the 'Inactivate' link is selected for all entry options, the 'Inactivate Details' pop-up window opens (see Figure XX). The available links for the 'Inactivate Entry' action are:

- **Yes** – When “Yes” is selected the entry is deleted/inactivated and the UHV status is moved to the previous status in the series.
- **No** – When “No” is selected, no changes are made to the View Unannounced Home Visit Details screen.

![Figure XX: View Unannounced Home Visit Details Screen](image)

![Figure XX: Inactivate Details Screen](image)
Termination and Task Generation

A new task will be generated when the ‘Create Final Visit’ entry is saved with one of the following unsuccessful outcomes:

- Entry Denied
- Uncooperative
- No Contact Made
- Not Available

The task action will redirect to the Case Home page and the action required to close the task without comment is to terminate the case. The task will be generated for the Case Owner and will read as the following:

[case name] [case number] : Recipient is at risk for termination due to non-compliance with Unannounced Home Visit. Contact county QA staff.

The required action for task closure is to terminate the case for the reason ‘Non-Compliance- UHV’. The case owner will have five business days to close the task before the task is escalated to a supervisor.

When a recipient is terminated for UHV non-compliance, a Notice of Action (NOA) message (TR23) will be system generated in one of the four threshold languages based on the recipient’s written language or the conservator and guardian’s language. The four threshold languages are English, Spanish, Armenian and Chinese. When the TR23 NOA message is selected for a BVI designated recipient, the NOA will be generated and sent in the designated BVI format.

Targeted Mailings

When selecting the ‘Targeted Mailing’ from the Case Home left navigation, the Targeted Mailing screen will display. Users will be able to see a list of the targeted mailings.
**Error Messages**

The following table presents the error messages that will be present due to implementation of Unannounced Home Visit modifications.

New

<table>
<thead>
<tr>
<th>Screen Name or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Overtime Violation Exemption</td>
<td>When a WPCS user selects the Save link and Exemption Type is other than WPCS, the action is not allowed and an error message is displayed.</td>
<td>“WPCS User may only select Exemption Type ‘WPCS’”</td>
</tr>
<tr>
<td>Create Overtime Violation Exemption</td>
<td>When the Save link is selected and the Exemption Type is WPCS and the Provider does not have an ‘Active’ WPCS Hours segment for the service month associated with the Exemption Begin Date, the action is not allowed and an error message is displayed.</td>
<td>“Overtime Violation Exemption Begin Date must be for a service month when the provider has an active WPCS Hours segment.”</td>
</tr>
<tr>
<td>Create Overtime Violation Exemption</td>
<td>When the Save link is selected and the Provider is in ‘Active’ status for any recipient who is Advance Pay on or after the Begin Date, the action is not allowed and an error message is displayed.</td>
<td>“Overtime Violation Exemption may not be added when the provider is Active for an Advance Pay Recipient.”</td>
</tr>
<tr>
<td>Provider Monthly Paid Hours</td>
<td>When the Search link is selected and the To Date is more than one year from the From Date, the action is not allowed and an error message is displayed.</td>
<td>“Service Period From Date and Service Period To Date range cannot exceed 12 months.”</td>
</tr>
<tr>
<td>Provider Monthly Paid Hours</td>
<td>When the Search link is selected and the Service Period To Date is before the Service Period From Date, the action is not allowed and an error message is displayed.</td>
<td>“Service Period To Date must be after the Service Period From Date.”</td>
</tr>
<tr>
<td>Screen Name or User Action</td>
<td>Condition</td>
<td>Message</td>
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<tr>
<td>Create Overtime Violation Exemption</td>
<td>When an IHSS user selects the Save link and the Exemption Type is WPCS, the action is not allowed and an error message displays.</td>
<td>“IHSS User may not select Exemption Type ‘WPCS’.”</td>
</tr>
<tr>
<td>Create Overtime Violation Exemption</td>
<td>When the Save link is selected and the current Begin Date is in the same calendar month as the previous segment, the action is not allowed and an error message displays.</td>
<td>“Begin Date may not be in the same calendar month as the previous Overtime Violation Exemption.”</td>
</tr>
<tr>
<td>Assign Case Provider</td>
<td>When the Save link is selected and 1) a provider has an Overtime Violation Exemption for the service month being processed 2) the provider has an Overtime Violation Exemption with an End Date on or after the Begin Date of the Provider IHSS Hours or WPCS Hours segment being added 3) the recipient case Advance Pay indication is 'yes' the action is not allowed and an error message displays.</td>
<td>“Provider has an Overtime Violation Exemption and therefore not eligible to be a provider for an Advance Pay recipient.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
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</tr>
<tr>
<td>Create Provider Hours/Modify Provider Hours</td>
<td>When the Save or Save and New link is selected on the Create Provider Hours screen or the Save link is selected on the Modify Provider Hours screen and: 1) the provider has an Overtime Violation Exemption for the service month being processed 2) the recipient case has Advance Pay 3) the provider has an Overtime Violation Exemption with an End Date on or after the Begin Date of the Provider IHSS segment being added the action is not allowed and an error message displays.</td>
<td>“Provider has an Overtime Violation Exemption and therefore not eligible to be a provider for an Advance Pay recipient.”</td>
</tr>
<tr>
<td>Create Overtime Exemption</td>
<td>When the Save link is selected and the Begin or End Date is in service month for which the provider has been paid, the action is not allowed and an error message displays.</td>
<td>“An Overtime Violation Exemption Record may not be created for Begin Date or End Date service month because the provider has already received payment for that service month.”</td>
</tr>
<tr>
<td>Modify Overtime Exemption</td>
<td>When the Save link is selected and the End Date is not the last day of a service month, the action is not allowed and an error message displays.</td>
<td>“Overtime Violation End Date must be the last day of a service month.”</td>
</tr>
<tr>
<td>Inactivate Overtime Violation Exemption</td>
<td>When the Yes link is selected and the date the Inactivate action is being taken is in a service month for which the provider has been paid, the action is not allowed and an error message displays.</td>
<td>“Record may not be inactivated, because the provider has already been paid in the current month.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
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</tr>
<tr>
<td>Create WPCS Details/Modify WPCS Details</td>
<td>When the Save or Save &amp; New link is selected on the Create WPCS Details screen or the Save link is selected on the Modify WPCS Details screen and 1) a provider has an Overtime Violation Exemption for the service month being processed 2) the provider has an Overtime Violation Exemption with an End Date on or after the Begin Date of the Provider WPCS Hours segment being added 3) the recipient case Advance Pay indication is ‘Yes’ the action is not allowed and an error message displays.</td>
<td>“Provider has an Overtime Violation Exemption and therefore no eligible to be a provider for an Advance Pay recipient.”</td>
</tr>
<tr>
<td>Modify Overtime Exemption</td>
<td>When the Save link is selected and the End Date is before the last day of a service month for which the provider has been paid, the action is not allowed and an error message displays.</td>
<td>“An Overtime Violation Exemption Record may not be modified for the End Date service month because the provider has already received payment for that service month.”</td>
</tr>
<tr>
<td>Modify Program Management</td>
<td>When the Save link is selected and the previous Advance Pay indication was “No” and the current indication is “Yes” and the recipient case is associated with a provider which has a Provider Overtime Exemption which has the End Date on or after the Authorization Start Date service month, the action is not allowed and an error message is displayed.</td>
<td>“Advance Pay may not be selected for a recipient associated with a provider Overtime Violation Exemption.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
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<tr>
<td>Create Special Transaction-Additional Options/Modify Special Transaction</td>
<td>When a user Creates or Modifies a Special Transaction and the type is ‘Overtime Exemption-Pay Over Limit’ and the ‘Bypass Hours’ box is checked, the action is not allowed and an error message displays.</td>
<td>“Bypass Hours action not allowed when provider has an Overtime Exemption for the service period.”</td>
</tr>
<tr>
<td>Create Special Transaction</td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program Type is WPCS 3) the hours and minutes entered exceeds the Overtime Exemption Cutback Hours for the service month the action is not allowed and an error message displays.</td>
<td>“Hours and minutes may not exceed providers Overtime Exemption Cutback Hours [HHH:MM] for the service month.”</td>
</tr>
<tr>
<td>Create Special Transaction</td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program Type is IHSS 3) the hours and minutes entered exceeds the Overtime Exemption Cutback Hours for the service month the action is not allowed and an error message displays.</td>
<td>“Hours and minutes may not exceed providers Overtime Exemption Cutback Hours [HHH:MM] for the service month.”</td>
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<tr>
<td>Screen or User Action</td>
<td>Condition</td>
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</tr>
<tr>
<td>Create Special Transaction</td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program is IHSS 3) the hours and minutes entered exceeds the recipient IHSS remaining hours and minutes for the service month the action is not allowed and an error message displays.</td>
<td>“Hours and minutes may not exceed the IHSS remaining hours for the service month. Please review the Recipient Paid Hours screen for remaining IHSS hours for service month.”</td>
</tr>
<tr>
<td>Create Special Transaction</td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program is WPCS 3) the hours and minutes entered exceeds the recipient WPCS remaining hours and minutes for the service month the action is not allowed and an error message displays.</td>
<td>“Hours and minutes may not exceed the WPCS remaining hours for the service month. Please review the Recipient Paid Hours screen for remaining WPCS hours for service month.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
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<tr>
<td>Modify Special Transaction</td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program Type is IHSS 3) hours and minutes entered exceeds the Overtime Exemption Cutback Hours for the service month the action is not allowed and an error message displays</td>
<td>“Hours and minutes may not exceed providers Overtime Exemption Cutback Hours for the month.”</td>
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<td></td>
<td>When the Save link is selected and 1) the Transaction Type is “Overtime Exemption-Pay Over Limit” 2) the Program is WPCS 3) the hours and minutes entered exceeds the WPCS remaining hours and minutes for the service month the action is not allowed and an error message displays.</td>
<td>“Hours and minutes may not exceed the WPCS remaining hours for the service month. Please review the Recipient Paid Hours screen for remaining WPCS hours for the service month.”</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Screen or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Special Transaction or Modify Special Transaction</td>
<td>When the Save link is selected and 1) the Special Transaction Type is Legislative Change or Writ of Admin Mandamus 2) the payee is a provider with Overtime Violation Exemption for the service month that is being processed 3) the hours indicated plus any previously paid hours for the service month exceeds the Exemption limit hours  the action is not allowed and an error message displays.</td>
<td>“The Hours exceeds provider Overtime Exemption Limit of [Exemption Limit hours] by [Exemption Limit hours-(Total Correction+Previously Paid Hours)]”</td>
</tr>
<tr>
<td>Create Payment Correction or Modify Payment Correction</td>
<td>When the ‘Save’ or ‘Save and New’ link is selected on the Create Payment Correction screen or When the ‘Save’ link is selected on the Modify Payment Correction screen and 1) the provider has an Overtime Violation Exemption for the service month being processed 2) The Total Correction hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds the Exemption Limit hours  the action is not allowed and an error message displays.</td>
<td>“The Total Correction Exceeds the provider Overtime Exemption limit of [Exemption Limit hours] by ((Exemption Limit-(Total Correction+Previously Paid Hours)).”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
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</tr>
<tr>
<td>Timesheet Manual Entry or Modify</td>
<td>When the ‘Save’ or ‘Save &amp; New’ link is selected on the Timesheet Manual Entry or Modify Timesheet Manual Entry screen and</td>
<td>“The Total exceeds the provider Overtime Exemption limit of [Exemption Limit hours] by</td>
</tr>
<tr>
<td>Timesheet Entry or Modify Timesheet</td>
<td>1) The provider has an Overtime Violation Exemption for the service month being processed</td>
<td>([Exemption Limit] - (Total Correction + Previously Paid Hours)).”</td>
</tr>
<tr>
<td>Manual Entry</td>
<td>2) The Total Correction hours for the payment (IHSS or WPCS) plus any previously paid hours (IHSS and/or WPCS) for the service month exceeds the Exemption Limit hours the action is not allowed and an error message displays.</td>
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</tr>
<tr>
<td>Create Special Transaction</td>
<td>When a user saves and the Transaction Type is “Overtime Exemption-Pay Over Limit” and the Service Month is before the Exemption Cutback Start Date, the action is not allowed and an error message displays.</td>
<td>“Transaction Type not allowed before the Overtime Exemption Cutback Being Date ______.”</td>
</tr>
<tr>
<td>Create Special Transaction</td>
<td>When a user saves and the Transaction Type is “Overtime Exemption-Pay Over Limit” and the Hours indicated plus any previously paid hours for the service month exceeds [Exemption Limit hours], the action is not allowed and an error message displays.</td>
<td>“The Hours entered exceed the provider’s Overtime Exemption limit of [Exemption Limit hours] by [((\text{Exemption Limit}) - (\text{Total} + \text{Previously Paid Hours}))]&quot;</td>
</tr>
<tr>
<td><strong>Screen or User Action</strong></td>
<td><strong>Condition</strong></td>
<td><strong>Message</strong></td>
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</tr>
<tr>
<td>Create Special Transaction</td>
<td>When a user saves and the Transaction Type is “Overtime Exemption-Pay Over Limit” and the Provider is not eligible for Overtime Exemption for the service month, the action is not allowed and an error message displays.</td>
<td>“Provider is ineligible for Overtime Exemption for the service month.”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Letter date and that date is before or is the same date as the Initial Home Visit date, the following message will display:</td>
<td>“Follow-up Letter Date may not be on or before the Initial Unannounced Home Visit Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts update the Follow-up Letter date and that date is greater than the current date, the following message will display:</td>
<td>“Follow-up Letter Date may not be a future date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Letter date on a day after that date was initially entered, the following message will display:</td>
<td>“Follow-up Letter Date may only be changed on the same day it was entered”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Phone call date and that date is before or the same date as the Follow-up Letter date, the following message will display:</td>
<td>“Follow-up Phone Call Date may not be the same as or before the Follow-up Letter Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Visit date and the Follow-up Phone Call date is not present, the following message will display:</td>
<td>“Follow-up Phone Call required before Follow-up Unannounced Home Visit Date can be entered”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
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</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Final Phone Call date and that date is before or the same date as the Follow-up Home Visit date, the following message will display:</td>
<td>“Final Phone Call Date may not be the same as or before the Follow-up Unannounced Home Visit Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts update the Final Phone Call date and that date is greater than the current date, the following message will display:</td>
<td>“Final Phone Call Date may not be a future date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Final Phone Call date on a day after that date was initially entered</td>
<td>“Final Phone Call Date may only be changed on the same day it was entered”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to enter comments and enters characters other than English alpha/numeric and special characters (-\ ! # $ % &amp; ' * + / = ? ` { } ^ _ \ &quot; &lt; ( &gt; ) : ; , [ @ ] }), the following message will display:</td>
<td>“Comment field allows only English language alpha, numeric and special characters”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date and that date is before or the same date as the Follow-up Phone Call date, the following message will display:</td>
<td>“Follow-up Home Visit Date may not be the same as or before the Follow-up Phone Call Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date and that date is greater than the current date, the following message will display:</td>
<td>“Follow-up Home Visit Date may not be a future date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date on a day after that date was initially entered, the following message will display:</td>
<td>“Follow-up Home Visit Date may only be changed on the same day it was entered”</td>
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<td>Screen or User Action</td>
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</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date and that date is before or the same date as the Follow-up Phone Call date, the following message will display:</td>
<td>“Follow-up Home Visit Date may not be the same as or before the Follow-up Phone Call Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts update the Follow-up Home Visit date and that date is greater than the current date, the following message will display:</td>
<td>“Follow-up Home Visit Date may not be a future date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date on a day after that date was initially entered, the following message will display:</td>
<td>“Follow-up Home Visit Date may only be changed on the same day it was entered”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit Outcome on a day after that Outcome was initially entered, the following message will display:</td>
<td>“Follow-up Home Visit Date may only be changed on the same day it was entered”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to enter comments and enters characters other than English alpha/numeric and special characters (- ! # $ % &amp; * _ + / = ? ` { } ^ _ \ &quot; &lt; ( &gt; ) : ; [ @ ]), the following message will display:</td>
<td>“Comment field allows only English language alpha, numeric and special characters”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date and that date is before or the same date as the Follow-up Phone Call date, the following message will display:</td>
<td>“Follow-up Home Visit Date may not be the same as or before the Follow-up Phone Call Date”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts update the Follow-up Home Visit date and that date is greater than the current date. The following message will display:</td>
<td>“Follow-up Home Visit Date may not be a future date”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
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</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to update the Follow-up Home Visit date on a day after that date was initially entered, the following message will display:</td>
<td>“Follow-up Home Visit Outcome may only be changed on the same day it was entered”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to enter comments and enters characters other than English alpha/numeric and special characters <code>! # $ % &amp; ' * + / = ?</code> { } ~ ^ _ ` &quot; &lt; ( ) : ; [ @ ]), the following message will display:</td>
<td>“Comment field allows only English language alpha, numeric and special characters”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to enter an Initial Unannounced Home Visit date and that date is on or after a terminated segment start date or 1. The date is on or before a terminated segment end date or 2. The date is on or after a leave segment start date or 3. The date is on or before a leave segment end date</td>
<td>“Action not allowed: Recipient case not eligible on date of Initial Unannounced Home Visit “</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to delete the Follow-up Letter record and a Follow-up Phone Call record exists, the action is prevented and the Error Message displays:</td>
<td>“Action not allowed, the Follow-up Phone Call record must be deleted prior to the deletion of the Follow-up Letter record.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to modify the Follow-up Letter date and that date is equal to or greater than the Follow-up Phone Call Date, the action is prevented and the Error Message displays:</td>
<td>“Follow-up Letter Date may not be on or after the Follow-up Phone Call Date.”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to modify the Follow-up Phone Call date and that date is equal to or greater than the Follow-up UHV date, the action is prevented and the Error Message displays:</td>
<td>“Follow-up Phone Call date may not be on or after the Follow-up Unannounced Home Visit Date.”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to modify the Follow-up UHV date and that date is equal to or greater than the Final Phone Call date, the action is prevented the Error Message displays:</td>
<td>“Follow-Up Unannounced Home Visit date may not be on or after the Final Phone Call Date.”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to modify the Final Phone Call date and that date is equal to or greater than the Final UHV date, the action is prevented the Error Message displays:</td>
<td>“Final Phone call date may not be on or after the Final Unannounced Home Visit Date.”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to change Follow-up UHV outcome from Unsuccessful to Successful on the same day it's created when the Final Phone Call exists the action is prevented the Error Message displays:</td>
<td>“Final Phone call record must be inactivated before UHV outcome can be changed from an unsuccessful to successful.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
</tr>
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</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When the user attempts to change Follow-up UHV outcome from Unsuccessful to Successful on the same day it's created when the Final UHV exists the action is prevented</td>
<td>“Follow-up UHV Outcome cannot be changed when Final UHV record exists”</td>
</tr>
<tr>
<td>View Unannounced Home Visit Details</td>
<td>When a user attempts to terminate a case with the reason 'non-compliance - UHV' and the most recent UHV record is not in the status 'Final UHV Attempt Unsuccessful' or a UHV does not exist, the action is prevented the Error Message displays:</td>
<td>“Action not allowed: Final Unannounced Home Visit record not in an Unsuccessful Status or does not exist”</td>
</tr>
</tbody>
</table>

**Modified**

<table>
<thead>
<tr>
<th>Screen or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create WPCS Hours</td>
<td>When the Medi-Cal FFP indication for the Eligibility Month is &quot;No&quot;, the action is not allowed and an error message displays.</td>
<td>“WPCS Hours are not allowed when Medi-Cal FFP is “No” for the service month associated with the ‘Begin Date’.”</td>
</tr>
<tr>
<td>Screen or User Action</td>
<td>Condition</td>
<td>Message</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
</tbody>
</table>
| Create Special Transaction | When a user saves a Special Transaction and one of the following types was entered:  
- Advance Pay-Initial  
- Advance Pay-Additional  
- Advance Pay-Recovery Refund  
- Overpayment Recovery Refund  
- Service Auth Reimbursement  
- Buy-Out Reimbursement  
- Health Benefit Deduction  
- Health Benefit Refund  
- Share of Cost Refund  
- Overtime Exemption-Pay Over Limit Payment  
and the selected Service Period Range is not a one month period, the action is not allowed and an error message displays | Display the error message “Service Period range must span a one month period.” |
| Create Special Transaction | When a user saves and one of the following types was entered:  
- Legislative Change  
- State Hearing Decision  
- Writ of Admin Mandamus  
- Overtime Exemption-Pay Over Limit Payment  
and hours are entered and the selected Service Period range is not a one month period, the action is not allowed and an error message displays | “Service Period range must span a one month period.” |
<table>
<thead>
<tr>
<th>Screen or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
</table>
| Create Special Transaction | When a user saves a special transaction and one of the following types was entered:  
• Health Benefit Deduction  
• Health Benefit Refund  
• Arrears Travel  
• WPCS Travel  
• Non-FPO Eligible Overtime  
• Overtime Exemption-Pay Over Limit Payment  
and the selected payee is the Recipient, the action is not allowed and an error message displays. | “Special transaction type invalid for Recipients.” |
| Create Special Transaction | When an attempt is made to save a special transaction and one of the following types is entered:  
• Advance Pay-Initial  
• Advance Pay-Additional  
• Advance Pay-Recovery Refund  
• Arrears Travel  
• WPCS Travel  
• Non-FPO Eligible Overtime  
• Overtime Exemption-Pay Over Limit Payment  
and an amount is entered, the action is not allowed and an error message displays. | “Amount is an invalid entry for the selected special transaction.” |
<table>
<thead>
<tr>
<th>Screen or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
</table>
| Create Special Transaction-Additional Options/Modify Special Transaction | When a user saves a special transaction and one of the following types is entered:  
- Legislative Change  
- Writ of Admin Mandamus  
- Overtime Exemption-Pay Over Limit Payment  
and  
1) The payee is a Provider  
2) The program is IHSS  
3) Hours are assigned to the Provider  
4) The Bypass Hours indicator is not checked  
5) The hours keyed exceed the available Provider assigned hours for the selected service month, the action is not allowed and an error message displays. | “Hours entered exceed the remaining IHSS Provider assigned hours.”                                    |
| Create Special Transaction/Modify Special Transaction    | When a user saves a special transaction and of the following types was entered:  
- Non-FPO Eligible Travel  
- Non-FPO Eligible Overtime  
- Overtime Exemption-Pay Over Limit Payment  
and a Rate Override is indicated, the action is not allowed and an error message displays. | “Special Transaction Type does not allow Rate Override.”                                           |
<table>
<thead>
<tr>
<th>Screen or User Action</th>
<th>Condition</th>
<th>Message</th>
</tr>
</thead>
</table>
| Create Special Transaction | When a user saves a special transaction and any of the special transaction types exists for a service period which coincides with the selected service period:  
  - Arrears Travel  
  - Non-FPO Eligible Overtime  
  - Overtime Exemption-Pay Over Limit Payment  
  and the status is other than  
  - Processed  
  - Cancelled  
  - Rejected  
  the action is not allowed and an error message displays. | “Special Transaction previously submitted for the selected service period.” |

Tasks and Data Downloads

In addition to the changes noted above, a new task will notify users that an Overtime Violation Exemption type of “Extraordinary Circumstances” will expire in 30 days.

Data regarding Overtime Exemption will be added to existing data downloads with the associated data fields:

- Exemption Begin Date
- Created On Date
- Last Updated Date
- Hours Claimed
- Hours Cutback

Additional modifications include the following:

- a Special Transaction code will be added to the Special Transaction Type table in the Data Download file.
- The CLAIMED-HOURS, PAID_HOURS and HOURS_OVER_AUTH formats will be modified to be minutes.
- The new field OT_EXC_CUTBACK will be added.
IHSS Standard Arrears Timesheet Changes

Modifications have been made to Instruction #5 on the IHSS Standard Arrears Timesheet. This instruction change affects the Standard Arrears Timesheet that is printed at EDD, the Large Font timesheet, and the Standard Timesheet that is printed from CMIPS at the county.

Previously, instruction #5 stated:

5. You will not be paid for hours claimed more than the recipient’s IHSS Program authorized hours (as shown in the “hours” field below) or the weekly allowed hours. Claiming extra hours can delay your paycheck.

The new instruction #5 states:

5. You will not be paid for hours claimed more than the recipient’s case authorized hours, your assigned hours or the remaining hours (as shown in the “hours” field below). Claiming extra hours can delay your paycheck.

The changed instruction is available in English, Spanish, Armenian and Chinese.

Figure XX
IRS Notice 2014-7

On January 3, 2014, the Internal Revenue Service issued Notice 2014-7, stating qualified Medicaid waiver payments to individual care providers for the care of eligible individuals, described in section 1915(c) of the Social Security Act, would be treated as difficulty of care payments excludable from (Federal Income Tax (FIT)). On March 1, 2016, CDSS received a ruling from the IRS that IHSS wages received by IHSS providers who live in the same home with the recipient of those services are also excluded from gross income for purposes of FIT.

California Franchise Tax Board

CDSS recently received confirmation from the California Franchise Tax Board (FTB) that wages received by IHSS and/or WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of California State personal income tax (PIT).

New Live-In Self Certification Forms

The CDSS has adopted the IRS instruction for agencies to rely on a written statement by the provider, under penalty of perjury, affirming the provider and their recipient reside in the same home.

A Live-In Self-Certification Form for IRS Federal Tax Wage Exclusion (SOC 2298) has been developed to allow IHSS and WPCS providers to self-certify they reside with their recipient. The form must be filled out, signed, and dated by the provider and mailed to CDSS’ Vendor at the designated post office box (see SOC 2298, attached).

In addition, a Live-In Self-Certification Cancellation Form (see SOC 2299, attached) has been developed for providers to notify the State they no longer reside with their recipient where the provider continues to provide IHSS/WPCS services to the recipient.

Please note that these forms have been updated as of 12/16 to include the state tax wage exclusion (see section below on CDSS Mailings to Providers for more detail)

The SOC 2298 and SOC 2299 are available by contacting the Forms Management Unit via email at fmudss@dss.ca.gov. These forms are also available on the CDSS webpage at

http://www.cdss.ca.gov/agedblinddisabled/PG5103.htm

Any questions from providers needing assistance in determining if they qualify for the exclusion should be referred to the IRS. Questions regarding how to obtain the SOC 2298 and SOC 2299 forms may be referred to the Provider Help Line at (866) 376-7066.
Live-In Self Certification Form Processing
The system vendor has been contracted by CDSS to process SOC 2298 and SOC 2299 forms. The vendor shall receive the form at the processing facility, verify all of the required information is complete and correct, and process the form in CMIPS within 30 days of receipt. If the form is unreadable or incomplete it will be returned to the provider by the vendor.

System Updates
Modifications have been made to CMIPS screens to accommodate the Live-In Self Certification process.

View Case Provider Screen
The ‘IRS Live-In Self-Certification Status’ field was added to the View Case Provider Screen (See Figure 1) to indicate a Provider’s Live-In Self Certification status. A ‘Yes’ displaying in this field indicates a Live-In Self-Certification Form has been received from the Provider and processed in CMIPS. The new field ‘IRS Live-In Self-Certification Date’ field was also added to this screen to indicate the date the IHSS wages exclusion from federal taxation will commence.

Note: Updates to the ‘IRS Live-In Self-Certification Status’ and the ‘IRS Live-In Self-Certification Date’ fields are performed by the system vendor through a new data entry screen in CMIPS that is not editable by county staff.

Figure XX: View Case Provider Screen
Assign Case Provider Screen

The 'Provider and Recipient Reside Together' field has been removed from the Assign Case Provider Screen.

CDSS Mailings to Providers

The CDSS initiated a mass mailing letter to those providers identified in CMIPS as having the same address as their recipient. Beginning October 22, 2016, the CDSS' system vendor processed and mailed approximately 240,000 letters. The providers receiving this packet were identified by matching their address to their recipient. Each letter in the mass mailing listed the county and district office for the case as the return address.

Counties received a listing of the providers receiving the mass mailing. The listing was provided on the County SFT server and contained the provider and associated recipient’s names, addresses and CMIPS numbers.

The mailing included 1) an information letter (see attached Live-In Provider Self-Certification Information Notice), 2) translation assistance form SOC 1365, and 3) SOC 2298 Form.

The information letter informs the provider of the IRS Exclusion and provides instructions on how to claim the exclusion.

In addition to the mailing, CDSS created a one page notification that accompanied all timesheets generated and printed by the Print Vendor beginning November 1, 2016 and continuing through November 15, 2016. The notification supplies providers with an overview of the IRS Exclusion and information for obtaining the SOC 2298 and SOC 2299 forms (see attached letter dated November 1, 2016).

As previously stated, CDSS received directions from the California Franchise Tax Board (FTB) that wages received by IHSS and WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of California State Personal Income Tax (PIT).

As a result of this update, a new mailing, dated December 15, 2016, will accompany each provider timesheet created and mailed beginning December 22, 2016 through January 9, 2017, informing providers of this update (see attached letter dated December 15, 2016).

The SOC 2298 and SOC 2299 have been updated to include language referencing the state tax wage exclusion. If a provider has turned in the previous versions of the forms, they do not need to do so again.

New Report

The 'Live-In Provider Residence Mismatch Report' has been developed as a quality assurance tool the counties may use to address potential inaccuracies in the provider
and recipient addresses in CMIPS. The Live-in Provider Residence Address Mismatch report will list those providers that have self-certified they resided with and provide care to their recipient but whose residence or mailing address does not match the residence address of the recipient.

The following criteria will determine the reporting of a mismatch:

- The provider’s self-certification status is YES.
- The recipient case is in eligible or leave status.
- The provider’s status is active or on leave for the case.
- The provider residence or mailing address does not match the current recipient residence address.

Consistent and accurate data entry of addresses for both recipients and provider records is always important. CMIPS utilizes the address verification system from the US Postal Service to recommend postal approved addresses on the Address Verification Screen. When updating address data, counties should rely on the address verification system to choose the address which also produces the full 9 digit zip code whenever possible. This practice improves the accuracy in the address matches for the Live-In Provider Residence Mismatch Report as well as Timesheet and other Program document delivery. County workers should review the report to determine if the most current address has been entered into CMIPS or reach out to providers to submit a change of address (SOC 840) form.

Data Download

The CMIPS monthly data download will provide the IRS exclusion information:

- DATADWLDPROV DDL
- LIVE_IN_STATUS and
- LIVE_IN_STATUS_EFFECTIVE_DT columns

IHSS/WPCS Warrants/Statements of Earnings

The provider Statement of Earnings produced for each warrant does not differentiate between Federal Wages, FICA Wages or State wages and therefore will always display the total gross wages regardless of the IRS Exclusion. Because there is only one gross wage on the statement of earnings, providers will not be able to use the gross wages to determine if an IRS/FTB exclusion has been applied to their payment. All CMIPS users will have access to the new field indicating IRS Live-In Self-Certification Status for a provider and may aid providers that inquire if the exclusion has been applied (see Figure XX).

W-4 Information in CMIPS

Once the Live-In Self-Certification Form is entered in CMIPS and a provider’s timesheet is processed, the provider’s wages will be excluded from gross income for FIT and PIT purposes and therefore FIT and PIT will not be withheld from the payment. A provider
may have a W-4 on file for the case however the W-4 will be ignored as long as the exclusion is active.

Please Note: Only FIT and PIT are impacted with the IRS Exclusion. Taxation related to the relationship between a recipient and their provider is not impacted with this change (i.e., spouse and parent provider).

**W-2 AMENDMENT REQUESTS**

Amended W-2 requests relating to the IRS and FTB Exclusions shall not be accepted by the counties. Within CMIPS, the Live-In Self-Certification Form is a point in time document and cannot retroactively affect past payments. Federal and State wages cannot be exempted prior to receipt and processing of a properly completed Live-In Self-Certification Form from the provider. This applies to years 2014 – 2016 as well as future years. As a result of this, all amended W-2 requests by providers need to be directed to the IRS, which can supply amended W-2s for past years.

Example:

The Provider submits a January 1 – 15, 2017 Part A timesheet on January 16, 2017 and the provider has not submitted an SOC 2298. The provider submits a SOC 2298 on January 17, 2017. The SOC 2298 is entered into CMIPS on January 27, 2017. The Part A timesheet was paid on January 19, 2017 and FIT and PIT will be withheld from these wages because the SOC 2298 was not in CMIPS at the time of payment. Therefore, gross wages for January’s Part A timesheet will be included in Box 01 (Wages, Tips and Other Compensation) on the 2017 W-2.

In addition, FIT and PIT withheld on payments for periods prior to the receipt and processing of a SOC 2298 will not be refunded through CMIPS.

Providers with questions about FIT and/or PIT refunds should contact the IRS or FTB directly.

**New Case Providers or Changed Living Conditions**

CDSS has developed a fact sheet for counties to distribute to new providers or existing case providers that may reside with their recipient (see attached Fact Sheet). The Fact Sheet informs the provider of the IRS Exclusion and where to obtain the Live-In Self Certification Form (SOC 2298) or the Live-In Self-Certification Cancellation Form (SOC 2299) as needed.
If you have questions or comments regarding this ACL, please contact the Adult Program Division CMIPS II and Systems Operations Unit at (916) 551-1003 or via e-mail at: CMIPSII-Requests@dss.ca.gov.

Sincerely,

*Original Signed By:*

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA
bc:
ec:
ATTACHMENT A
LIST OF DOCUMENTS RELATED TO IRS NOTICE 2014-7

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>LIVE-IN PROVIDER SELF-CERTIFICATION INFORMATION NOTICE</td>
</tr>
<tr>
<td>SOC 2298</td>
<td>IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM AND WAIVER PERSONAL CARE SERVICES (WPCS) PROGRAM LIVE-IN SELF-CERTIFICATION FORM FOR IRS FEDERAL AND STATE TAX WAGE EXCLUSION</td>
</tr>
<tr>
<td>SOC 2299</td>
<td>IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM AND WAIVER PERSONAL CARE SERVICES (WPCS) PROGRAM LIVE-IN SELF-CERTIFICATION CANCELLATION FORM FOR FEDERAL AND STATE TAX WAGE EXCLUSION</td>
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<td>N/A</td>
<td>CDSS LETTER TO IHSS AND WPCS PROVIDERS REGARDING IRS NOTICE 2014-7</td>
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<td>CDSS LETTER TO IHSS AND WPCS PROVIDERS REGARDING IRS NOTICE 2014-7 UPDATE</td>
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Dear In-Home Supportive Services (IHSS) and/or Waiver Personal Care Services (WPCS) Provider:

This notice is being sent to inform you that beginning January, 2017, the California Department of Social Services (CDSS) will begin allowing IHSS and WPCS providers to self-certify whether they live in the same home with the recipient for whom they provide services.

Under Internal Revenue Service (IRS) Notice 2014-7, the wages received by WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of federal income tax (FIT). On March 1, 2016 CDSS received a ruling from the IRS that IHSS wages received by IHSS providers who live in the same home with the recipient of those services are also excluded from gross income for purposes of FIT.

**How Do I Exclude My Wages from FIT?**

Beginning January 2017, you will have the option to self-certify your living arrangements to exclude IHSS/WPCS wages from FIT by sending the enclosed Live-In Self-Certification Form (SOC 2298). All requested information on the form must be provided and the form must include your signature and the date you signed the form.

**What Do I Do For Wages Paid Before My Self-Certification Form Is Received?**

Your form W-2 for past year wages paid prior to 2017, or for 2017 wages paid prior to the receipt and processing of your Self-Certification form will not be amended. Providers are encouraged to consult with a tax advisor or contact the IRS directly with questions.

**Do I need to file a Live-In Self-Certification Form every year?**

Your exclusion from FIT will continue each year you continue to work for, and live with, your recipient and you will not need to re-certify every year.
What happens if I stop living with the recipient?
If your living arrangements change and your recipient no longer lives with you but you continue to provide care to the recipient, you should file a Live-In Self-Certification Cancellation Form (SOC 2299) with the Processing Center. In addition, you should file SOC Form 840 (change of address) with the IHSS County Office. Please contact the Provider Help Desk at 1-866-376-7066 to request information for obtaining the Live-In Self-Certification Cancellation Form.

What do I do if I live with more than one recipient?
If you work and reside with more than one recipient, you must complete and submit a separate Live-In Self-Certification Form for each recipient.

When can I expect my Live-In Self-Certification Form To Be Processed?
Your Tax Year 2017 wages will continue to be included as federal taxable wages until a correct and fully completed Live-In Self-Certification Form is processed.

It may take up to 30 days from the time you send your completed Live-In Self-Certification Form to be processed before your wages begin to be excluded from FIT.

Please Note
CDSS and County staff are not tax consultants and cannot assist you with the IRS exclusion or how to file amended tax returns. Please contact the IRS or your Tax Preparer for questions or how to file an amended return for past years. For more information, please visit the IRS website (www.irs.gov).
IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM AND WAIVER PERSONAL CARE SERVICES (WPCS) PROGRAM
LIVE-IN SELF-CERTIFICATION FORM FOR FEDERAL AND STATE TAX WAGE EXCLUSION

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<tr>
<td>Provider Number</td>
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ALL INFORMATION MUST BE COMPLETED. SEE BACK OF FORM FOR INSTRUCTIONS.

Provider Self-Certification

By completing this form, you are certifying that the wages you receive for providing IHSS and/or WPCS services to the recipient named above will be excluded from your federal and state personal income taxes.

Under penalties of perjury, I declare that I am a provider receiving payments under the IHSS and/or WPCS programs for care I provide to ________________________________, who lives with me in the same home.

Provider Signature: Date of Signature:

RETURN COMPLETED FORM TO:
IHSS – IRS Live-In Self-Certification
P.O Box 272854
Chico, CA 95927-2854
Instructions for filling out the Live-In Self-Certification Form

1. All requested information must be entered on the form in the designated area.

2. You must sign the form on the designated line.

3. You must provide the date the form was signed on the designated line.

4. Only use black ink and please print clearly.

5. Do not wrinkle or staple the form.

6. Provider Name: Enter your name as it appears on your IHSS paperwork.

7. Provider Number: May be found on your IHSS paperwork – (Provider Notification of Recipient Authorized Hours and Services and Maximum Weekly Hours, Provider Timesheet, etc.).

8. Recipient Case Number: May be found on your IHSS paperwork – Provider Notification of Recipient Authorized Hours and Services and Maximum Weekly Hours, Provider Timesheet, etc.

9. Recipient County of Residence: Please enter the county where you and your Recipient reside.
IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM AND WAIVER PERSONAL CARE SERVICES (WPCS) PROGRAM LIVE-IN SELF-CERTIFICATION CANCELLATION FORM FOR FEDERAL AND STATE TAX WAGE EXCLUSION

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ALL INFORMATION ON FORM MUST BE PRESENT TO CANCEL EXCLUSION. SEE BACK OF FORM FOR INSTRUCTIONS.

I no longer live with my Recipient ________________________, and would like to remove the existing Self-Certification for the exclusion of my IHSS/WPCS wages from federal and state personal income taxes.

Provider Signature:  
Date of Signature:

RETURN COMPLETED FORM TO:
IHSS – IRS Live-In Self-Certification  
P.O Box 272854  
Chico, CA 95927-2854
Instructions for filling out the Live-In Self-Certification Cancellation Form

1. All requested information must be entered on the form in the designated area.

2. You must sign and date the form on the designated line.

3. Only use black ink and please print clearly.

4. Do not wrinkle or staple the form.

5. Provider Name: Enter your name as it appears on your IHSS paperwork.

6. Provider Number: May be found on your IHSS paperwork – Provider Notification of Recipient Authorized Hours and Services and Maximum Weekly Hours, Provider Timesheet, etc.

7. Recipient Case Number: May be found on your IHSS paperwork – Provider Notification of Recipient Authorized Hours and Services and Maximum Weekly Hours, Provider Timesheet, etc.

8. Recipient County of Residence: Please enter the county where you and your Recipient reside.
November 1, 2016

TO: IHSS and WPCS Providers

Under Internal Revenue Service (IRS) Notice 2014-7, the wages received by WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of federal income tax (FIT). On March 1, 2016, CDSS received a ruling from the IRS that IHSS wages received by IHSS providers who live in the same home with the recipient of those services are also excluded from gross income for purposes of FIT.

Beginning January 2017, Providers will have the option to self-certify living arrangements to exclude IHSS/WPCS wages from FIT by completing and submitting a Live-In Self-Certification Form (SOC 2298). All of the requested information on the form must be provided and the form must include the provider’s signature and the date the form was signed. The form may be found on the CDSS website (www.cdss.ca.gov) beginning November 15, 2016.

Note: W-2 forms for past year wages paid prior to 2017, or for 2017 wages paid prior to the receipt and processing of the Self-Certification form will not be amended. Please contact the IRS or a Tax Preparer for questions or how to file an amended return for past years. For more information, please visit the IRS website (www.irs.gov).
UPDATE

December 15, 2016

TO: In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) Providers

As you were previously notified, under Internal Revenue Service (IRS) Notice 2014-7, the wages received by IHSS and/or WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of federal income tax (FIT).

California Department of Social Services (CDSS) recently received confirmation from the California Franchise Tax Board (FTB) that wages received by IHSS and/or WPCS providers who live with the recipient of those services are not considered part of gross income for purposes of California State personal income tax (PIT).

The SOC Form 2298, Live-In Self-Certification Form, will be updated to reflect this guidance. Providers who return a completed SOC Form 2298, Live-In Self-Certification Form, for IRS Federal Tax Wage Exclusion will automatically have their State income excluded as well. You will not have to send a separate certification form, SOC 2298, for each taxing agency. All of the requested information on the form must be provided and the form must include the provider’s signature and the date the form was signed. This form may be found on the CDSS website (www.cdss.ca.gov).

Please direct questions regarding the SOC Form 2298, Live-In Self-Certification Form, to CDSS at (916) 551-1011.