
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

November 2017

Clocking In/Out Procedures

According to KDADS policy, a worker cannot be paid for providing services for more than one Participant at the same time on the same day, and cannot provide more than one service (such as PCS and ECS at the same time) at the same time on the same day. If a worker provides care for 2 different Participants, then please be sure to have the worker clock out for the Participant they are *currently* working for, before clocking in for the other Participant they will be caring for. If the worker doesn't clock out for one Participant, but clocks in for a different Participant it will appear as overlapping hours. Workers cannot work for 2 different Participants at the same time. If this happens, then it could potentially be looked at by KS Medicaid or the Attorney General as fraud since this is a one-to-one service. Workers must be with the Participant, caring for them, at all times when clocked in.

To see the Personal Care Services Policy, go to: [https://www.kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)/hcbs-policies](https://www.kdads.ks.gov/commissions/home-community-based-services-(hcbs)/hcbs-policies), General Policies, Personal Care Services E2016-006.

Possible Changes in Client Obligations

As mentioned in October's Newsletter, Payroll Plus received notice that Social Security and Social Security Income will be increasing by 2% in 2018. The increase will most likely cause all Monthly Obligations to increase as well. **If you receive notice of a change in Obligation, please call Payroll Plus and send us a copy of the notice as well.** We will send out new direct draw forms (as needed), or the Participant will need to increase the amount they send every month. If you have any questions, please call our office.

FICA Reimbursements

If an employee does not earn more than \$2000 in gross wages for the fiscal year of 2017, then that worker is retroactively exempt from FICA (Social Security and Medicare Taxes). FICA is withheld from the worker's gross wages and is also matched by their Employer. If the worker hasn't met the \$2000 threshold by the end of the year, those dollars will be reimbursed to the worker, and the Employer's share will be placed back into the Utilization Reserve Account. With that being said, please call our office and inform us of any workers that are no longer working for the Participant. We will then send out the required paperwork, and we will get the FICA Reimbursements (if applicable) taken care of as well.



December Claim Sheet Deadline

For the 1st pay-period of December, Payroll Plus must have all workers' hours processed by the 21st of the month, so that all workers have their money by the 22nd (because of the holiday weekend). However, any hours not able to be processed on the 21st (due to any hours in question) will not be payable until the new year. Therefore, we encourage all Participants or their Managers to be proactive about checking their workers' hours and making edits as needed if an error occurs (within 72 hours). Failure to make edits to your workers' hours could cause a delay in getting your workers paid by the 22nd. **Again, any incomplete/unclear shifts will not be processed until January 2018.**



Authorized Phones

To get a new phone number authorized in AuthentiCare, the Participant or their Representative Manager must complete and return a "Add Phone to AuthentiCare Form" to Payroll Plus. Only upon receiving the form back at our office can we add the new phone number into AuthentiCare.

An authorized phone must either belong to the Participant or the Representative Manager. It cannot be worker's phone.

2014-7 Difficulty of Care Exemption

For situations where the Medicaid Participant lives in the same home as the Direct Support Worker, the worker may qualify for the IRS 2014-7 Difficulty of Care credit. If the Participant lives in the worker's home, the worker should check with their Tax Preparer to determine if they qualify to claim the credit for the 2014-7 Difficulty of Care. Ask your tax preparer if 2014-7 can be applied to your tax return.

MCO Change

If the Participant changes their MCO (*Amerigroup, United HealthCare, and Sunflower*), please call our office as soon as possible to inform us of the change. We have to update the Participant's file to show the updated contact information for the new Care Coordinator in case we have any issues with authorizations, billing, etc.

**Payroll Plus will be closed
on Thursday, November
23rd and Friday, November
24th in observance of
Thanksgiving.**
Happy Thanksgiving

Authorized Hours

The Participant's Case Coordinator with their MCO (*Amerigroup, United HealthCare, Sunflower*) only authorizes a certain amount of hours per month for the Participant. Kansas Medicaid can only reimburse for hours that are within the Plan of Care authorizations. Any exceeding hours are non-payable by KS Medicaid and are the Employer's responsibility.

Limitations Per Waiver

IDD Waiver:

The total combination of PCS hours should not exceed 12 hours in a 24 hour period (not including ECS), and should not exceed the total number of hours authorized for the month.

PD Waiver:

The total combination of PCS hours should not exceed 12 hours in a 24 hour period (not including ECS), the number of hours authorized per week, and the total number of hours authorized for the month.

TA Waiver:

The total combination of PCS hours should not exceed 12 hours in a 24 hour period, and should not exceed the total number of hours authorized for the month.

The Participant or Representative Manager should schedule their staff within the authorized amount of hours per day, week (*applicable only to PD Waivers*), and month. The Participant or Representative Manager should also schedule their workers to stay within 40 hours per week (with all services combined, such as PCS and ECS).

When processing payroll, exceeding hours may cause a few days delay in workers receiving their pay since edits have to be done in AuthentiCare. All workers will receive payment before or on the official pay-dates.