
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

October 2016

Monthly Obligation

Participants may be assessed a Client Monthly Obligation/Spend-down amount by DCF. Collection of that Client Obligation may be assigned to the FMS for collection from the Participant. If collection is assigned to Payroll Plus, Payroll Plus is required to collect the obligation amount from the Participant.

Policy:

- Payroll Plus will inform the Participant as soon as possible upon being notified of a new obligation or a change in obligation amount.
- If DCF/MCO retroactively assigns an obligation amount to Payroll Plus, then Payroll Plus will retroactively charge the Participant.
- The balance for Client Obligation should be paid to Payroll Plus **prior** to any DSW providing services for the month for which the obligation is due.
- If payment for obligation balance is not paid **prior** to the 1st day of the month, Payroll Plus will send a **Termination Warning** (30 day clear notice); this warning will indicate that final termination will occur on the last day for the current month if payment is not received **prior** to the 15th day of the current month.
- If payment for obligation is not made by the 15th of the month, Payroll Plus will send a **Termination Notice** on the 15th day of the month and will notify the Case Coordinator of both notices and that termination will happen on the last day of the month.

End of Year FICA Reimbursements

Under Household Employer requirements, if an employee does not earn more than \$2000 in gross wages for the fiscal year of 2016, then retroactively they are exempt from FICA (Social Security and Medicare taxes).

FICA is taxes that are withheld from the employee's gross wages and are also matched by the employer. If a worker hasn't reached the \$2000 threshold by year end, these reimbursements will be reimbursed to the employee and the employer's share will be put into their bonus reserves.

FICA Rates:

Social Security: 6.2%
Medicare: 1.45%

Add Authorized Phone into AuthentiCare

If you wish to add a new authorized phone number into AuthentiCare, a form needs to be completed and sent back to Payroll Plus. If you are wondering which phone numbers are currently authorized, you may call our office and ask. Also, if you have changed your phone numbers or if the current authorized phone numbers are no longer current, please notify Payroll Plus as soon as possible.



Non-use of AuthentiCare Risks

If the Participant or their Representative Manager is not having their workers use AuthentiCare, and if we have to edit it more than 10% of the workers' hours, then Payroll Plus will send out a warning to the Participant or Representative Manager concerning the non-use of AuthentiCare. Payroll Plus will then monitor usage of AuthentiCare to see if your workers have improved. AuthentiCare is mandated by the State of Kansas, it is not an option. Non-compliance could result in Termination with Payroll Plus as your FMS.

**Payroll Plus will be closed
on Thursday, November
24th
and Friday, November 25th.**

How to send in Claim Sheets

You may send your workers' claim sheets in several different ways after a pay period ends:

1. Email claim sheets (please send them to 2 emails)

- payrollplus6@ucom.net (**Monica**)
- payrollplus5@ucom.net (**Eva**)
- payrollplus4@ucom.net (**Tina**)
- payrollplus3@ucom.net (**Sara**)
- payrollplus2@ucom.net (**Laura**)

2. Fax claim sheets

- 1-620-846-2340

3. Mail claim sheets

- PO Box 418
Montezuma, KS 67867

Workers Compensation Insurance

As you all know, beginning January 2015 Payroll Plus moved into the new Self-Directed Service Model where the Medicaid Participant is the sole-employer, with a provision that they could appoint a significant person in their life to represent them as the employer if needed. At that time Payroll Plus was unable to obtain a Workers Compensation Policy on behalf of the Medicaid Participants that would allow the Medicaid Participant to opt out of providing Workers Compensation protection to their staff (if they met the qualifications to be able to opt out).

Therefore, all of Payroll Plus of Kansas' Medicaid Participants and their Direct Support Staff (DSW) had Workers Compensation Insurance Protection. Our Insurance Agent is working with Workers Compensation Insurance Underwriters to obtain a policy for 2017 that will allow options under the policy, for those who qualify, to opt out. Workers Compensation Protection is relatively inexpensive, and offers much protection for the Medicaid Participant in the event of an accident while the DSW is working for the Participant, so our hope is that when/if we are able to obtain a policy on behalf of the Participant, the Participant who can opt out will still desire to carry Workers Compensation to protect themselves from any potential personal liability. We will keep you informed if/when these options become available.