
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

October 2017

72 Hour Policy for Edits

The State of Kansas mandates AuthentiCare for workers to clock in and out. The Participant or their Representative Manager should ensure that their workers are using AuthentiCare; however, if the worker does happen to miss a clock in or out, the Representative Manager must make the edit within 72 hours after the error occurred. This policy has been in place since January 2017, and we encourage all Managers to be more proactive about ensuring your workers are using AuthentiCare.

If the Participant or Representative Manager does not submit edits within 72 hours, instead of deleting the shift entirely, the shift will be made 1 minute long. The Attorney General and the State of Kansas require documentation of the original shift, what it is being edited to, and what the reason for the edit was. All documentation, whether it be on an Exceptions Report or Web Correction, is added word for word to AuthentiCare. The Attorney General and the State of Kansas have access to see all of the documentation.

Review Edits Before Submitting

When the Manager is submitting edits, they should:

1. **TAKE THEIR TIME:** Too many edits on the same shift may look very suspicious to the State or Attorney General.
2. **ACCURATE INFORMATION:** Ensure they are making an edit to the correct day, for the exact time, with the correct task codes. Managers should never schedule or edit in hours in which the Participant was in school or the hospital, day service, or other service that is billing at the same time.
3. **LEGITIMATE REASON:** Have a logical and descriptive reason as to why the worker didn't use AuthentiCare.

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Transportation

Before hiring a new worker and indicating that they will be providing Transportation for the Medicaid Participant, we encourage the Manager to confirm whether or not the worker has a valid driver's license and insurance on the vehicle.

Workers without a valid Driver's License cannot provide transportation, nor should they use task code 27 in AuthentiCare!

However, if the worker does ever update their Driver's License and the Manager decides that the worker will be providing Transportation, please call our office, and we will send out the required paperwork and rerun the workers DMV background check. The Manager should also speak with the worker about whether or not the worker has a criminal record.

The criminal background check can take up to several weeks to clear or be denied if the worker does have a criminal record of any sort.

The State of Kansas determines whether or not a worker is eligible or prohibited. Payroll Plus will notify the Manager upon receiving the record check back.

Worker Status & FICA Reimbursements

If the Participant or their Representative Manager has terminated any workers or any workers have quit in 2017, that have not been reported and documented with a termination form, please call our office as soon as possible so that we can get the required paperwork sent out as needed. Also, if an employee does not earn more than \$2000 in gross wages for the 2017 fiscal year, then that employee is retroactively exempt from FICA (Social Security and Medicare taxes), according to Household Employer requirements.

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The State and the Attorney General have access to AuthentiCare and can see the exact documentation the Participant or Representative Manager has given for the edit; it is crucial that the Manager provides accurate information, true and precise clock in/out times, and has a valid reason for why AuthentiCare wasn't used.

★ Claiming and editing in fraudulent hours into AuthentiCare could possibly result in penalties, fines, jail time, termination of Medicaid services, etc.

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These taxes are withheld from the worker's gross wages and are also matched by their Employer. If, by the end of the year, the worker hasn't met the \$2000 threshold, those dollars will be reimbursed to the worker. The Employer's share will be put back into the Utilization Reserve Account as well.

Social Security Increasing

Payroll Plus received notice that in 2018, monthly Social Security and Social Security Income (SSI) will be increasing by 2.0%. Our experience tells us that the increase will most likely cause all monthly obligations to increase as well. If you receive a notice about the Participant's obligation changing, please send Payroll Plus a copy of the notice as soon as possible. We will provide you with a new direct draw form (as necessary). If there is an increase you will need to pre-arrange to either submit a new direct draw form or to increase the amount you send to Payroll Plus through the mail.

Information about Medicare changes, when posted, will be available at www.medicare.gov.

Information about the Social Security Act and cost-of-living, you may go to www.socialsecurity.gov/cola.

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



MORE INFORMATION

Scam Phone Calls

Recently, some of the Payroll Plus staff was at an HCBS meeting, and we were informed that scammers are targeting disabled individuals and trying to get personal information over the phone. Please be careful to whom you give information.

When in doubt, hang up, and call your MCO Case Coordinator (Amerigroup, Sunflower, or United HealthCare) or CDDO Case Manager before you give out any personal information.

December Claim-sheets Deadline

For the 1st Pay-Period of December (1st-15th), Payroll Plus must have all workers' hours processed by the 21st of the month in order for workers to be paid on or before the official pay-day, Dec 25th (because of the weekend and holiday). Any hours not able to be processed on the 21st due to incorrect hours, unclear hours, or hours in question will not be able to be paid until the new year.

The time required for year-end payroll closure and reporting is very extensive and will prevent us from being able to process any more wages after that date of the 21st closing. We appreciate your assistance in ensuring that all workers are paid all hours due, without delay until the next pay-period.

