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# PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

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June 2017

## Changes in Client Obligations

Beginning June 2017, some Participants were assigned a Monthly Obligation who previously didn't have one; and as for people who already had an obligation, most of the amounts increased as well.

If a Participant was assigned a Monthly Obligation, or if the monthly obligation increased, then they should have received a letter from the State stating what the change was.

If the Participant has chosen to have their monthly obligation withdrawn from their account on a specific day, then the Participant or their Representative Manager will need to complete a new withdrawal form with the new Monthly Obligation amount. If anyone wishes to switch to an automatic withdrawal from their account rather than sending a check, please request a form from Payroll Plus.

## K-WC 51 Workers Compensation

All Employers were sent a K-WC 51 Form that, by signing, states that the Employer wants their workers to be covered under Workers Compensation Insurance. It is no additional charge to have your workers covered. If you have received a new copy in the mail, and received a call from Payroll Plus requesting a new one to be completed, then please resend the form to our office as soon as possible. It must be a clear copy of the form.

If the Employer does not wish to have their workers covered, then the employer must complete an affidavit that states that they take all responsibility if their worker(s) hurts themselves while working for the Participant. The affidavit must be filed with the Kansas Department of Labor.

## Utilization Reports

Every six months, Payroll Plus sends the Participant or their Representative Manager a Utilization Report (wages processed for payment from *January-June* and *July-December*) that shows wages paid, taxes paid on behalf of the Employer, and any reserve dollars remaining after billing Medicaid and paying wages and taxes.

Within 30 days of the end of June, Payroll Plus will send the Utilization Report to the Participant or their Representative Manager showing all detail for the given 6-month look-back period (revenues, gross wages, employer's payroll taxes paid, FICA, FUTA, SUTA, and Workers Compensation). **The Participant must respond within 30 days if they wish to utilize any of those funds, either to:**

- **Pay a bonus to current staff**
- **Leave, only in mid-year utilization, funds in the reserves to pay for any overtime** (must be clearly indicated on the report)

The Participant or their Representative Manager must list their current workers, the amount of the total excess (if any) they wish to apply to their DSWs as a bonus, sign the form, and send the report back to Payroll Plus to authorize the payment. Upon receiving the Utilization Report back, Payroll Plus calculates the amount of gross bonus that can be paid to the worker after calculating Employers Payroll Taxes, FICA, FUTA, SUTA, and Workers Compensation on the bonus. Within 30 days of receipt of the report, Payroll Plus cuts the bonus check to the worker, as requested. **At the end of the year, any excess reserves not claimed must be reimbursed to the State.**

**Payroll Plus will be closed on  
Tuesday, July 4th in observance of  
Independence Day.**

# Tips for using the Kansas Personal Care Directory

[www.RewardingWork.org/Kansas](http://www.RewardingWork.org/Kansas)

## What is the Rewarding Work/Kansas Personal Care Directory?

It's an online Directory that makes it easy to find and hire in-home caregivers, including personal care and respite workers. **Personal Care Workers** assist people with disabilities by helping them perform daily living tasks, such as bathing, dressing, meal prep and errands. **Respite Workers** perform similar tasks to give family caregivers a break.

## Who uses the Directory?

Seniors and people with disabilities (and their families) use the Directory to find and hire respite and personal care workers. They are considered the **Employers**. Individuals who wish to work as caregivers use the Directory to find the job that's right for them! They are considered the **Workers**.

## How do I get started?

Simply refer to the employer and worker tips below, or contact us for assistance!

### Employer Tips

1. Go to [www.RewardingWork.org/Kansas](http://www.RewardingWork.org/Kansas) and click on: "**Looking to hire someone? Register and hire someone today.**"
2. Complete the short *Registration Form*.
3. **If you are a member of KanCare, you are eligible for a free subscription. When you register, click "I wish to register with an Access Code" and enter your MCO code:**
  - Amerigroup MCO: 133578
  - Sunflower MCO: 154429
  - United MCO: 654671
4. Click "**Submit**" at the bottom of the registration page.
5. If you are **not** a member of KanCare, you will be taken to the **Subscribe** page. Choose the paid subscription option, or try the 24-hour free trial.
6. After you register and subscribe you'll receive a password by email.
7. Now you are ready to search for workers! You also may post an ad on our FREE Job Board at: <https://www.rewardingwork.org/Advertise-with-us>

### Worker Tips

1. Go to [www.RewardingWork.org/Kansas](http://www.RewardingWork.org/Kansas) and click on: "**Want a rewarding job? Apply now for a job!**"
2. Next, complete the free *Worker Application*. Take care to provide as much detail as possible. (This is your chance to sell yourself to a potential employer.)
3. After you submit your application you will receive a password by email. Log into your account every month to update your application and move it to the top of the list.
4. Now that you've completed an application, employers will be able to contact you about their job openings. You also may apply directly to jobs listed on our Job Board at: <https://www.rewardingwork.org/Advertise-with-us>
5. Remember, workers never pay a fee to use the Kansas Personal Care Directory!

[www.RewardingWork.org](http://www.RewardingWork.org)  
Email: [info@rewardingwork.org](mailto:info@rewardingwork.org) Call: 1-866-212-9675