

Distribution plan for 8.4% increase

NOTE: DHS updated this on Dec. 17, 2020, to reflect federal approval, completion of MMIS updates for the temporary increase.

Requirements

When using the additional funds, the PCA agency must:

- Use at least 80 percent of the additional revenue to increase wages, salaries and benefits for direct support workers and any corresponding increase in the employer's share of FICA taxes, Medicare taxes, state/federal unemployment taxes and workers' compensation premiums
On staff paychecks there is Hazard pay documented to show that there has been a \$1.00 increase given during this time to PCA hours only and from past Hazard pay given during this pandemic. The remaining \$0.19 cents will be to cover the cost of employer/employee taxes and 401K benefit increase per wages.

- Use the remainder of the additional revenue, if any, for activities and items necessary to support compliance with Centers for Disease Control and Prevention (CDC) guidance on sanitation and personal protective equipment.
The remaining \$0.29 will be used to keep compliance of PPE available, training updates, software, and if there is a COVID positive case or if there is a need for support within the home of extra staffing for safety and health.

For each participant, the provider must document and retain records showing both:

- The additional funds received (as a result of the add-on) for all services with a date of service between Dec. 1, 2020, and Feb. 7, 2021
The additional funds will be listed on the remittance that is provided from the state. The remittance will be maintained in digital record keeping.

- The additional funds paid out for wages/salaries/benefits to direct support workers and/or personal protective equipment/supplies.
The payroll journals will be maintained for record keeping and will be keep digitally with all payroll records to show compliance.

Distribution plans

PCA agencies must develop a distribution plan that includes an estimate of the amount of money to be used for employee increases and details distribution of the funds. Providers must post the distribution plan by Dec. 20, 2020. It must be in an accessible location for employees for at least six weeks. The plan also needs to be available for review by the DHS upon request.

As a staff member of B's Homecare Inc. if you have any concerns with this plan you can contact the corporate office at 763-689-8984, email to office@bhomecareinc.com or mail: 626 Main Street North Cambridge Mn 55008. If you feel that contacting the office is not enough below you can find the information to the Department of Human Services.

The distribution plan needs to include information for employees who believe they did not receive the compensation-related requirement. The plan must include the following information to reflect the mailing address, email address and telephone number of DHS contacts:

Mail

Minnesota Department of Human Services
Community Supports and Continuing Care for Older Adults
PCA Temporary Rate Increase
P.O. Box 64967
St. Paul, MN 55164-0967

Email

Email questions to dhs.ccarates@state.mn.us. DHS will direct the questions to the person who can best provide an answer.

Phone

If you have questions, you can call the DSD Response Center at 651-431-4300. DHS will direct the questions to the person who can best provide an answer.