



Solano County Public Authority In-Home Supportive Services

CONNECTIONS TO CARE

SPRING 2015



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JOIN THE IHSS ADVISORY COMMITTEE & MAKE A DIFFERENCE FOR IHSS!

The Solano County IHSS Advisory Committee is a group of people who meet bi-monthly in order to provide advice and recommendations about IHSS to the Solano County Board of Supervisors, the Public Authority, and to the Older & Disabled Adult Services Program.

The IHSS Advisory Committee also provides a voice for consumers, providers, advocates and other parties interested in IHSS services and Public Authority policy and program development.

Additionally, the Solano County IHSS Advisory Committee sponsors a yearly outreach conference for IHSS consumers and caregivers to provide important information, resources, and training. Please be sure to attend this year's outreach conference on May 11, 2015. See the back cover for more details and call (707)784-8200 to RSVP.

Would you like to join the Advisory Committee? There are positions available for current or past users of in-home care. For more information or to request an application, please contact the IHSS Public Authority at (707)784-8200.

This newsletter is available in Spanish upon request
Please call (707)784-8200 to request a copy.
Este boletín informativo está disponible en español.
Por favor llámenos al (707) 784-8200 para solicitar su copia.



IHSS Caregivers
To speak with your Solano County Union Member Liaison, **Sandi Hilton**, Call **(707)712-8026**

MONTHLY UNION MEETINGS

IHSS Caregivers are strongly encouraged to attend your monthly union meetings to receive important information regarding current events. Meetings are held on the **third Tuesday of every month at 5:30pm** at 2300 Boynton Avenue, Fairfield, 2nd Floor.

About the Public Authority



NOW HIRING REGISTRY CAREGIVERS

The Solano County IHSS Public Authority is currently recruiting caregivers for the Registry.

If you are currently an IHSS provider and would like more information, please go to the following website:

www.solanocounty.com/PA

or call us at

(707)784-8200

The Solano County IHSS Public Authority was established by the Board of Supervisors in 2003 as a program of the Health and Social Services Department to help older and disabled individuals remain safely in their homes with support from quality caregivers. Services of the Public Authority include:

- 1) **Provide matching services for approved IHSS consumers to hire quality caregivers.** In 2014, staff helped 500 IHSS consumers in Solano County find quality caregivers. If you are an approved IHSS consumer and need help finding a care provider, you may call your IHSS Social Worker to request a referral for assistance. If you don't know who your IHSS Social Worker is, you may contact the **IHSS Main Line at (707)784-8259**. Once the Public Authority receives a referral from your worker, a Public Authority staff member will contact you to find out your specific needs and preferences so a list of providers may be sent to you.
- 2) **Provide access to training and support for all IHSS caregivers.** In 2014, the Public Authority trained over 700 individuals! Training offered throughout the County is advertised on their website training page at www.solanocounty.com/PA or you may call (707)784-8200 for more information.
- 3) **Provide a "Registry" of pre-screened, qualified caregivers for IHSS consumers.** If you are currently an approved IHSS caregiver and would like more consumers, please call the Public Authority at (707)784-8200 for more information about the Registry.

Overtime Rules Halted for Home Care Workers

In January 2015, the United States District Court in Washington, D.C., issued orders to stop the federal overtime pay requirements for home care workers which was due to go into effect on 1/1/2015. This means that:

- The IHSS program in California did NOT implement payments for overtime, travel time, or wait time, and the "hours cap" of 61 per week did not go into effect.
- All authorized hours worked in Solano County will continue to be paid at straight time \$11.50 per hour.



Payroll Reminders & Timesheet Tips

PAYROLL REMINDERS

1. Call the **IHSS Timesheet Helpline** at **1-866-376-7066** to ask:
 - Is my timesheet processed?
 - Did my check get mailed out?
 - About direct deposit and garnishment.
2. Call the **County Payroll Information Line** at **(707)784-8990** to ask any other questions about payroll.
3. **Drop In**—You can also come to the lobby at 275 Beck Avenue in Fairfield. We can answer your payroll questions in person, Monday – Friday from 8 AM to Noon and 1 PM to 5 PM.
4. **Address Change**—To change your mailing address, call or come to the lobby. *We need your signature to change your address.* You must change your address with us, not just at the Post Office.
5. **Continuing Providers**—If you are already enrolled as an IHSS Provider, and have been hired by a new client and you need timesheets, call or come to the lobby for a *Continuing Provider Packet*. You will need to provide your provider ID and your new client's name or case number.
6. **Keep your paystubs!** You need them to apply for housing, benefits and credit.

IMPORTANT INFORMATION FOR IHSS CAREGIVERS

Did you know that if you do not submit at least one timesheet per year you become inactive in the payroll system?

If you become inactive, you may have to go back through the enrollment process, including fingerprinting.

TIMESHEET TIPS

- ♦ Fill out the timesheets with hours and minutes, not decimals. If you worked an hour and a half, write 1:30, not 1.50. Numbers like 2:90 don't work on this timesheet because there are 60 minutes in one hour. If you write 2:90 on a timesheet, you will get paid for 3 hours and 30 minutes.
- ♦ Don't put all the hours for the month on one time sheet. The hours should last all month. If you put all the hours on one timesheet, you won't get paid and you will have to fill out a new timesheet.
- ♦ Don't try to change or write over the numbers you have written. Slash through the number neatly or call to get a new timesheet. If the computer can't read your numbers, your paycheck may be delayed.
- ♦ You don't have to total the columns, but it is better if you do. It may help us fix your timesheet if the computer can't read your numbers. It is okay to make a mistake on the total line. The computer does not read the total.
- ♦ It is okay to write zeros on days you didn't work, or just leave those days blank.
- ♦ Don't send your timesheet early. If you send your timesheet before the last day you worked, you won't get paid and you will have to fill out a new timesheet.





**In-Home Supportive Services
Public Authority of Solano County**
275 Beck Avenue, MS 5-190
Fairfield, CA 94533

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Address Service Requested

**DO YOU HAVE AN
ADDRESS CHANGE?**

In order for correspondence, time-sheets and paychecks to be sent to the correct address, address changes must be reported in writing to the County.

Call the IHSS Payroll Line at (707)784-8990 for more information.

YOU ARE INVITED

The Solano County IHSS Advisory Committee presents:

The IHSS Consumer-Provider
Spring 2015 Outreach Conference

“Spring Into Wellness”

NEW DATE—Monday, May 11 2015

NEW LOCATION—North Bay Healthcare Conference Center

4520 Business Center Drive, Fairfield California

9:30am to 3:30pm—register at 9am

Continental Breakfast, Lunch & Raffle Prizes Provided

PLEASE RSVP

Call (707)784-8200 to reserve
your space by 5/1/2015

Sponsored by:

