



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

January 27, 2016

ALL-COUNTY INFORMATION NOTICE (ACIN)  
NO. I-09-16

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM  
MANAGERS

SUBJECT: RELEASE OF IHSS INFORMATIONAL VIDEO: 2016 FAIR  
LABOR STANDARDS ACT (FLSA)

REFERENCES: SENATE BILLS (SB) [855](#) AND [873](#) (Chapters 29 and 685, Statutes of 2014); [ALL-COUNTY LETTER \(ACL\) 12-19 \(April 11, 2012\)](#); [ACL 12-55 \(November 1, 2012\)](#); [ACL 13-66 \(September 30, 2013\)](#); [ACL 14-35 \(May 27, 2014\)](#); [ACL 14-76 \(October 8, 2014\)](#); [ACL 15-97 \(December 1, 2015\)](#); [ACL 16-01 \(January 7, 2016\)](#)

The purpose of this ACIN is to provide counties with information regarding the release of a new IHSS Informational Video. This video explains new IHSS program changes regarding overtime and travel time pay, information on violations, and instructions on completing timesheets and Travel Claim forms that will be implemented February 1, 2016, pursuant to Senate Bill (SB) 855 and SB 873.

**BACKGROUND**

Effective February 1, 2016, as required by SB 855 and SB 873, IHSS providers will be eligible for overtime compensation when they work over 40 hours in a workweek. The term “workweek” is defined in statute as the period beginning at 12:00 a.m. on Sunday and terminating at 11:59 p.m. the following Saturday. Additionally, providers will now receive travel time compensation for the time it takes to travel from one job site directly to another job site during the same workday.

## **NEW IHSS PROGRAM REQUIREMENTS**

The California Department of Social Services (CDSS), in collaboration with San Diego State University Research Foundation (SDSURF), developed an informational video to assist recipients and providers in understanding the new program changes and correctly completing the IHSS timesheets and Travel Claim forms.

Additionally, this video:

- Explains IHSS program changes that may impact recipients and providers regarding overtime and travel time pay;
- Reviews new key terms important to the IHSS program;
- Reviews several revised and new forms;
- Demonstrates how to complete the new Travel Claim form; and
- Provides tips on how to prevent timesheet mistakes to avoid payment delays and violations.

This video is now available on the CDSS website at the following link: [www.cdss.ca.gov/agedblinddisabled/PG3154.htm](http://www.cdss.ca.gov/agedblinddisabled/PG3154.htm). Additionally, SDSURF will distribute an initial DVD to each county and Public Authority.

## **TRANSLATION OF THE VIDEO**

This video will be available in the State threshold languages for the IHSS population: Spanish, Armenian, and Chinese as required by Government Code § 7295.2, and will also include closed captioning for the hearing-impaired. The video translations will be available on the CDSS website in the Spring of 2016 and will be distributed to the counties and Public Authorities thereafter.

If you have any questions regarding this new video, please contact the Research and Training Development Unit at (916) 651-3494.

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division

c: CWDA