Workweek Scheduling

It is important for providers to understand the IHSS workweek limitations and how to follow them while providing services to recipient(s).

An IHSS workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.

If you work for more than one recipient, it is your responsibility to make sure the total hours you work in a workweek for all recipients do not total more than 66 hours. If you work for only one recipient, you may work all of his/her hours as long as you do not exceed the recipient’s maximum weekly hours. Always make sure you do not exceed your recipient’s monthly authorized hours or maximum weekly hours.

NOTE: Some recipient’s maximum weekly hours require their provider to work overtime. If this is the situation with your recipient, be sure not to exceed the recipient’s maximum weekly hours without first getting county approval if you will accrue more overtime than you would normally work.

The Recipient/Provider Workweek Agreement (SOC 2256) helps recipients with multiple providers make a work schedule. This form will be completed and signed by the recipient and each of his/her providers. It keeps track of the number of hours each provider will work for the recipient each workweek. The total number of hours in the workweek agreement must correspond to the recipient’s maximum weekly hours. However, it should be noted that the agreement is a guide. Your recipient may adjust how you or your recipient’s other providers work their maximum weekly hours in any given week as long as they do not exceed their maximum weekly hours, and it does not cause one of their providers to work in excess of 66 hours in a workweek.

The Provider Workweek and Travel Agreement (SOC 2255) helps providers who work for multiple recipients make a workweek schedule. This form includes travel time, which is limited to 7 hours per workweek for providers who travel directly from providing service to one recipient to providing service to another recipient.
Workweek Adjustments:

There may be times when your recipient will ask you to adjust your work hours to meet his/her needs. Your recipient may authorize an adjustment to your weekly work hours without county approval when all three of the following conditions are met:

- You are the only provider;
- You don’t work for any other recipients;
- AND
- Your weekly work schedule is adjusted in the remaining workweeks of that month to make sure you do not work more than your recipient’s monthly authorized hours or work more overtime hours in the month than you would normally work.

Your recipient will need to request approval from the county when the adjustment requires you to work:

- More than 40 hours in a workweek if the recipient’s maximum weekly hours are 40 hours or less,
  OR
- You exceed your recipient’s maximum weekly hours and will work more overtime hours in the month than you normally would.

You should always check with your recipient to make sure he/she has received approval before or as soon as possible after you have worked over 40 hours during a workweek if your recipient’s maximum weekly hours are 40 or less, or if you exceed your recipient’s maximum weekly hours during a week which results in you working more overtime hours in the month than you normally would.

NOTE: Even if you get county approval for an adjustment, you may never exceed the recipient’s monthly authorized hours.