

March 9, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 22-18

The purpose of this All-County Letter (ACL) is to provide counties with information regarding the reinstatement of state COVID-19 related supplemental paid sick leave (SPSL) provided by the passage and signing of Senate Bill (SB) 114.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

March 9, 2022

ALL COUNTY LETTER NO. 22-18

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

SUBJECT: **REINSTATEMENT OF STATE COVID-19 RELATED
SUPPLEMENTAL PAID SICK LEAVE**

REFERENCE: ALL-COUNTY LETTER 21-36 (MARCH 30, 2021); SENATE BILL
(SB) 114

The purpose of this All-County Letter (ACL) is to provide counties with information regarding the reinstatement of state COVID-19 related supplemental paid sick leave (SPSL) provided by the passage and signing of Senate Bill (SB) 114.

BACKGROUND

On March 19, 2021, due to the crisis related to the COVID-19 pandemic in the State of California, Governor Gavin Newsom signed SB 95 into law, which added section 248.3 to the Labor Code (LC) and which provided In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers who were impacted by the COVID-19 pandemic with up to two weeks of SPSL if the requested sick leave involved circumstances related to COVID-19. SB 95 became effective on March 29, 2021, and applied retroactively to January 1, 2021. This SPSL remained in effect through September 30, 2021.

On February 9, 2022, in response to the continued crisis related to the COVID-19 pandemic in the State of California, Governor Newsom signed SB 114 into law, which added LC section 248.7 which will provide IHSS and WPCS providers who are impacted by the COVID-19 pandemic with up to 40 hours of SPSL if the requested sick leave involves specified circumstances related to COVID-19. Further, IHSS and WPCS providers can receive up to an additional 40 hours of SPSL if the provider or a family

member for whom he/she is providing care obtains a positive diagnostic COVID-19 test. SB 114 becomes effective ten (10) days after its enactment, on February 19, 2022, and applies retroactively to January 1, 2022. The sick leave available pursuant to LC section 248.7 will remain in effect through September 30, 2022. However, as stated in LC section 248.7(e), if a provider is taking this sick leave at the time of the expiration of the requirement, he/she shall be permitted to take the full amount of SPSL to which the provider otherwise would have been entitled even if the end date of the sick leave occurs after the September 30, 2022, expiration date.

The SPSL will not have any impact on the 16 hours of annual paid sick leave IHSS providers currently receive pursuant to LC section 246(a)(2). As provided in LC 248.7(b)(4), a provider is not required to use any other paid or unpaid leave (including paid sick leave granted under LC 246(a)(2) before the provider uses SPSL or in lieu of SPSL. Further, as stated in LC 248.7(c), if the provider is granted COVID-19 related paid sick leave from federal or local law that becomes effective on or after January 1, 2022, the amount of that paid sick leave benefit “may be counted towards the total number of hours of COVID-19 supplemental paid sick leave to which the provider is entitled under” the SPSL granted pursuant to LC 248.7(b)(2).

STATE SUPPLEMENTAL PAID SICK LEAVE

Allowable Reasons for State Supplemental Paid Sick Leave

Under LC section 248.7, the SPSL related to COVID-19 is only available if the provider is unable to work for one of the following reasons:

- 1) The provider is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace. If the provider is subject to more than one of these, the provider shall be permitted to use the SPSL for the minimum quarantine or isolation period under the order or guidelines that provides for the longest such minimum period.
- 2) The provider has been advised by a health care provider to self-isolate or quarantine due to concerns related to COVID-19.
- 3) The provider is attending an appointment for themselves or a family member to obtain a vaccine or vaccine booster for protection against COVID-19. IHSS providers are limited to claiming a maximum of six (6) hours total, i.e. two hours per dose of a vaccine if two doses are required and an additional two hours for a

dose of a vaccine booster, of SPSL use for the purpose of obtaining vaccination(s) and/or vaccination boosters for COVID-19.

- 4) The provider is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevents the provider from being able to work. For each vaccination or vaccine booster, the provider is limited in the total SPSL used to three days or 24 hours unless the provider provides verification from a health care provider that the provider or his/her family member is continuing to experience symptoms related to a COVID-19 vaccine or vaccine booster. This three-day or 24-hour limitation applied to each vaccine or vaccine booster includes the time used to obtain the vaccine or vaccine booster detailed in reason (3). For those providers who do not work full-time, they may only claim the average hours they work in a three-day period.
- 5) The provider is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 6) The provider is caring for a family member, as defined under LC section 245.5(c), who is subject to an order or guidelines of the State Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer who has jurisdiction over the workplace, or who has been advised to self-quarantine due to concerns related to COVID-19.
- 7) The provider is caring for a child, as defined under LC section 245.5(c), whose school or place of care has been closed or determined otherwise unavailable for reasons related to COVID-19 on the premises.

Allowable Number of Hours Usable for State Supplemental Paid Sick Leave

An IHSS provider shall be entitled to 40 hours of SPSL if the provider works full time (40 or more hours per week) and worked, or was scheduled to work, on average, at least 40 hours per week for his/her IHSS recipient(s) in the two weeks preceding the date the provider requested the SPSL.

If the IHSS provider does not work full time or was scheduled to work, on average, less than 40 hours per week for his/her IHSS recipient(s) in the two weeks preceding the date the provider requested the SPSL, the provider will be entitled to an amount of SPSL in the amount of the total number of hours the provider is normally scheduled to work for his/her recipient(s) over a one-week period. If the provider normally works a variable number of hours, the amount of SPSL he/she is entitled to is determined by multiplying by seven the average number of hours the provider worked each day for

his/her recipient(s) in the six months prior to the date the provider requested the SPSL. If the provider has worked for his/her recipient(s) less than six months but more than seven days prior to the request for SPSL, this calculation shall instead be made over the entire period the provider has worked for the recipient(s). If the provider works a variable number of hours and has worked for the recipient(s) for seven days or less, the provider is entitled to SPSL in the amount of the total number of hours the provider has worked for the recipient(s).

If the provider exhausts this amount of SPSL, the provider is entitled to an additional amount of SPSL equal to the amount to which he/she is entitled as detailed in the previous paragraphs (not to exceed a total of 80 hours) if the provider, or a family member for whom he/she is providing care, tests positive for COVID-19 via a diagnostic test. The provider is not required to provide documentation of the results of the COVID-19 diagnostic test unless specifically requested by the recipient.

The provider determines how many hours of SPSL to use, up to the total number of hours to which he/she is entitled. The county must make the SPSL available for immediate use by the provider. The provider must inform his/her recipient of the need to use SPSL and submit a California COVID-19 Only Paid Sick Leave Request Form for IHSS/WPCS Providers (TEMP 3021) to the county.

Examples of Submission of State Supplemental Paid Sick Leave Requests

Example 1: Provider A submits a claim to the county requesting two hours of paid sick leave due to obtaining a COVID-19 vaccination from a local clinic on January 9, 2022. The county determines that Provider A has her full 40 hours of SPSL available. Provider A is permitted to claim the two hours of SPSL for her vaccination even though the claim was submitted for a date prior to the enactment date of February 19, 2022, as the Legislation allows for the use of the SPSL retroactively to January 1, 2022.

Example 2: Provider B submits a paid sick leave claim for 40 hours due to issues related to COVID-19 exposure and self-quarantine between the dates of April 4, 2022, to April 8, 2022. Because the claim is submitted for a series of dates after February 19, 2022, the county needs only conduct a search of Provider B's case to determine if he has already used any of his SPSL and that he works full time (40 hours or more per week) for his recipient(s). The county determines that Provider B still has 40 hours of SPSL available and that he works full-time. Provider B is permitted to claim the full 40 hours of SPSL for his COVID-19 related issue.

Example 3: The child care center where Provider C takes her child is closed due to COVID-19. Provider C provides IHSS for two recipients on a regular basis for a total of 40 hours per workweek. Provider C submits a paid sick leave claim of 16 hours for the

dates of May 16, 2022, to May 17, 2022, because she is unable to work for her two recipients during that time period due to the child needing to remain at home until she finds a suitable alternative for childcare. Because the provider works full-time, the county determines that Provider C is entitled to the full 40 hours of SPSL and approves her request for 16 hours of SPSL. Later, on June 9, 2022, Provider C submits another SPSL claim for two hours to obtain a COVID-19 vaccine booster. Because Provider C submitted a claim for 16 hours of SPSL in May 2022 and is submitting an additional two-hour claim for obtaining a vaccination, she is able to use SPSL for both of these claims. The county would deduct the 18 hours of SPSL Provider C used for these two incidences, and Provider C would still have 22 hours of SPSL to use for COVID-19 related issues as needed through September 30, 2022.

Example 4: Provider D works full-time (40 hours/workweek) for her recipient. On July 12, 2022, Provider D's child contracts COVID-19. Provider D requests 40 hours of SPSL for the period of July 12, 2022, through July 18, 2022, because she is unable to work for her recipient during that time period while she is caring for her child. Later, on August 11, 2022, Provider D tests positive for COVID-19 via a diagnostic test. She is able to request an additional 40 hours of SPSL for the period of August 11, 2022, through August 17, 2022, due to her positive COVID-19 diagnostic test.

Example 5: Provider E works full-time (40 hours/workweek) for his recipient. On September 27, 2022, he learns that he was exposed to COVID-19 by a family member and is directed by his doctor to quarantine for seven days. Although the SPSL expires on September 30, 2022, Provider E can claim the full 40 hours of SPSL from September 27, 2022, through October 4, 2022. This is due to his requesting of his available SPSL prior to the expiration date.

COUNTY RESPONSIBILITIES

The process for documentation of a provider's use of SPSL will be a manual procedure. Once the county IHSS staff has received the request for paid sick leave usage from the provider, the county staff member must document in the provider's Person Notes in the Case Management, Information, and Payrolling System (CMIPS) any information related to the claim (i.e. number of claimed hours, date of claimed hours, amount of remaining SPSL).

Process to Determine and Issue Payment for State Supplemental Paid Sick Leave

As provided in ACL 21-36, the California Department of Social Services (CDSS) created a special transaction in CMIPS for the county to process SPSL requests. This special transaction will be used to pay providers with payment for up to 80 hours of sick leave, consistent with their entitlement to SPSL as described in this ACL.

The county shall review the provider's monthly paid hours data located on the Monthly Provider Paid Hours screen. The Monthly Provider Paid Hours screen is accessed on the "Payroll & Timesheet" tab from the provider Person Home screen. In the left navigation bar, select the "Monthly Provider Paid Hours" link.

If the Monthly Provider Paid Hours screen shows that the provider has worked an average of 160 or more hours per month for the last 6 months, the provider is eligible for up to 80 hours of SPSL. If the provider works less than 160 hours per month, the county must calculate an average of monthly paid hours for the previous six months, for all the recipients for whom the provider works, and divide the number of hours in half, which results in the average hours for a two-week period. If a provider has less than six months of employment history, the county staff shall use the hours available in the payment history in CMIPS for the calculation.

For providers that have been newly assigned to a recipient and do not have any payroll history (such as imaged time sheets in CMIPS), or less than two weeks of payroll history, counties will divide the recipient's monthly authorized hours in half to determine the number of hours of SPSL the provider is eligible to receive. If the provider is scheduled to work for more than one recipient, all the recipient's hours should be combined to determine the number of hours the provider is eligible to receive. Once the county determines the provider's entitlement to paid hours, they must verify the reason the provider selected on the form for claiming sick leave. If the provider did not select a reason, the sick leave claim cannot be processed. County staff must obtain the reason for requesting SPSL before they can pay the provider and must document the conversation in CMIPS in the provider Person Notes.

Once eligibility, number of hours, and applicable pay rate of SPSL the provider is entitled to are confirmed, county users will enter the following information on the Create Special Transaction screen:

- From/To Date: The From date on the form submitted by the provider should be the same as the From date as entered on the form by the provider and span the associated work week (To Date). Please Note: Due to funding source limitations, CMIPS will not allow a user to enter a "COVID Sick leave State" special transaction that spans multiple months. County users will have to enter two transactions in these instances and divide the number of COVID-19 sick leave hours between the two transactions.
- Payee Name: Select the name of the provider claiming the hours.
- Program: Select "IHSS."
- Type: Select "COVID Sick Leave State."

- Hours: The number of State supplemental paid sick leave hours, up to 80 hours, based on the average number of hours the provider worked in a two-week period during the last six months.

Once the information is entered, the county user will select the “Save” button and then submit for approval. The “COVID Sick Leave State” special transaction, like all special transactions in CMIPS, requires a second level of approval. Once the transaction is saved, it will be routed for approval before a warrant is issued. Upon final approval, the request will be in pending payroll status and the payment will be sent to the provider by their preference payroll method as indicated in CMIPS.

Once the special transaction is completed the county user must enter notes on the provider record that states the date of the claim, how many hours were paid, the maximum number of hours the provider is entitled to claim under the SPSL benefit and the remaining hours. Any hours claimed on subsequent forms should be deducted from the most recent number of remaining hours.

The information provided above regarding the SPSL special transaction is available in the “COVID-19-Related Special Transactions Job Aid” located at the CommsHub.

REVISION OF TEMP 3021

The CDSS has revised the TEMP 3021 to allow providers to request SPSL for the time period of January 1, 2022, through September 30, 2022, and to include a provision to allow providers to request SPSL for vaccine booster related issues. The revised TEMP 3021 will also include a Part B section which will allow a provider the ability to request additional SPSL of up to 40 hours if the provider or a family member he/she is providing care for has received a positive diagnostic test for COVID-19.

If a provider submits a request on a TEMP 3021 form with a revision date of 4/21 that does not include the updated information on the eligibility dates, vaccine booster information, or the ability to request the additional SPSL relating to a positive diagnostic test for COVID-19, that form can still be accepted by the county. If such a form is received, the county should accept the form and the IHSS staff may contact the provider to obtain additional information if needed to accurately process the form. It is not necessary for the county to request the provider submit an updated form. Any additional information collected by the county to process the claim should be annotated on the form and initialed by the county IHSS staff person.

PROVIDER AND RECIPIENT NOTICES OF SPSL

The CDSS has prepared two notices, one for providers and one for recipients, to inform them of the new SPSL.

The provider notice will inform providers of their ability to submit claims for SPSL and under what circumstances they may claim the SPSL. The provider notice further informs providers of their ability to submit claims for the additional SPSL if the provider or a family member he/she is caring for receives a positive diagnostic test for COVID-19.

The recipient notice will inform recipients about their providers' ability to submit claims for SPSL and under what circumstances they may claim the SPSL. The notice will further explain how the recipient may request an emergency back-up provider should their primary provider need to claim SPSL.

These notices will be sent to both providers and recipients during the month of March 2022.

For those IHSS recipients and providers who are registered on the Electronic Services Portal website, the notices will be sent via email. The recipient notice will be translated into the three threshold languages (Armenian, Chinese, and Spanish) and will also be sent as soon as they are available.

CAMERA READY COPIES AND TRANSLATIONS

For camera-ready copies of the form and notices referenced in this ACL in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access you may obtain this notice from the CDSS webpage at: Forms/Brochures.

When completed per Manual of Policies and Procedures (MPP) section 21-115.2, including Armenian, Chinese and Spanish forms, the translations will be posted on our website. Copies of the translated notices can be obtained at: Translated Forms and Publications.

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the notice along with the GEN 1365-Notice of Language Services and a local contact.

Your county forms coordinator should distribute translated notices to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English proficient populations as required by the Dymally Alatorre Bilingual Services Act (Government Code section 7290 et seq.) and by state regulation (Manual of Policies and Procedures, Division 21, Civil Rights Nondiscrimination, section 115).

Questions or requests for clarification regarding the information in this ACL should be directed to the Adult Programs Division, Policy and Quality Assurance Branch, Policy and Operations Bureau at (916) 651-5350.

Sincerely,

Original Document Signed By

LEORA FILOSENA
Acting Deputy Director
Adult Programs Division

COVID-19 Supplemental Paid Sick Leave - IHSS/WPCS Provider Request Form

COVID-19 Supplemental Paid Sick Leave is now available and provides sick leave benefits between January 1, 2022 and September 30, 2022.

If you meet one of the requirements below, please complete this form and submit it to your local county IHSS office. For WPCS providers please return your form to the Department of Health Care Services.

PROVIDER REQUIREMENTS:

IHSS/WPCS Providers who meet the qualifying conditions listed below are entitled to the benefit. Full-time providers who work on average 40 hours or more per week can receive up to 40 hours of **Part A** COVID-19 Supplemental Paid Sick Leave. Part-time providers who work on average less than 40 hours per week can receive up to the number of hours they work in a 2-week pay period.

1. You are having symptoms of COVID-19 and are seeking a medical diagnosis;
2. You are having COVID-19 symptoms and are subject to quarantine or have been advised to self-quarantine by a health care provider;
3. You are caring for your child whose school or childcare facility has been closed due to COVID-19 precautions and there is no one else available to care for your child;
4. You or your family member that you care for had a medical appointment to receive a COVID-19 vaccination, or COVID-19 vaccination booster;
5. You are experiencing COVID-19 vaccination or COVID-19 vaccination booster related side effects (up to 3 days or up to 24 hours for each vaccination. Part-time providers who work on average less than 40 hours per week will receive reduced hours based on how many hours the providers work in a 2-week pay period).

The California COVID-19 Supplemental Paid Sick Leave benefit allows a provider to receive **Part B** COVID-19 Supplemental Paid Sick Leave for up to 40 hours for full-time workers, and part-time workers receive up to the average number of hours they work in a 2-week pay period. **Part B** COVID-19 Supplemental Paid Sick Leave may only be claimed if you or a family member you are caring for have tested positive for COVID-19.

- You can submit one claim for your entire eligible sick leave benefit (**Part A and Part B**), or multiple claims incrementally up to the total hours you are eligible for depending on your **individual reason(s) for the leave**.
- **By claiming this COVID-19 Supplement Paid Sick Leave, you are attesting that you meet one or more of the criteria above and must select one of the boxes on the form.** If you are sick with, potentially sick with, or have been exposed to COVID-19, **you should not be providing IHSS/WPCS services for any recipient as specified by the Department of Public Health.**
- Your completed TEMP 3021 (2/22) form should be returned to your county IHSS office. For WPCS providers, please return your form to the Department of Health Care Services.

CALIFORNIA COVID-19 SUPPLEMENTAL PAID SICK LEAVE REQUEST FORM FOR IHSS/WPCS PROVIDERS

Provider Information:

Provider Name (Print):									
Street Address:									
City, State:					Zip Code:		Phone Number: ()		
Provider Number (9 digits):									

Recipient Information: Recipient associated with the provider's sick leave request

Recipient Name:

Recipient Case Number (7 digits):

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I am claiming sick leave for the following reasons. Check box(es) below, if left empty, this form cannot be processed:

Part A: COVID-19 Supplemental Paid Sick Leave hours

I am requesting COVID-19 Supplemental Paid Sick Leave for the following time (up to 40 hours):

Start Date (MM/DD/YY): _____ **Total Hours:** _____

- ☐ I am having symptoms of COVID-19 and I am seeking a medical diagnosis.
- ☐ I am having COVID-19 symptoms and I am subject to quarantine or have been advised to self-quarantine by a health care provider.
- ☐ I am caring for my child whose school or childcare facility has been closed due to COVID-19 precautions and there is no one else available to care for my child.
- ☐ I had my own medical appointment or travelled with my family member to a medical appointment to receive a COVID-19 vaccination, or COVID-19 vaccination booster.
- ☐ I am experiencing COVID-19 vaccination or COVID-19 vaccination booster related side effects (up to 24 hours sick time may be claimed. See "Provider Requirements" for details).

Part B: Additional COVID-19 Supplemental Paid Sick Leave hours

- ☐ I am requesting additional COVID-19 Supplemental Paid Sick leave for the following time (up to 40 hours) because I have or a family member I am caring for has tested positive for COVID-19.

Start Date (MM/DD/YY): _____ **Total Hours:** _____

I hereby acknowledge that

- The information provided above is true and correct.
- I have spoken to my recipient(s), and he/she/they know that I took sick leave on the dates indicated above.

Provider's Signature:

Date:

Please submit this completed form to your county IHSS Office for processing. WPCS providers should return their form to the Department of Healthcare Services.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

February 24, 2022

TO: IN-HOME SUPPORTIVE SERVICES (IHSS) AND WAIVER
PERSONAL CARE SERVICES (WPCS) PROVIDERS

SUBJECT: STATE COVID-19 SUPPLEMENTAL PAID SICK LEAVE
BENEFIT FOR IHSS/WPCS PROVIDERS

A new State law passed on February 9th, 2022, which provides COVID-19 Supplemental Paid Sick Leave benefit for In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers between January 1, 2022 and September 30, 2022.

IHSS/WPCS Providers who meet the qualifying conditions listed below are entitled to the benefit. Full-time providers who work on average 40 hours or more per week can receive up to 40 hours of **Part A** COVID-19 Supplemental Paid Sick Leave. Part-time providers who work on average less than 40 hours per week can receive up to the number of hours they work in a 2-week pay period.

COVID-19 Supplemental Paid Sick Leave may only be claimed if you meet one or more of the following criteria:

1. You are having symptoms of COVID-19 and are seeking a medical diagnosis.
2. You are having COVID-19 symptoms and are subject to quarantine or have been advised to self-quarantine by a health care provider.
3. You are caring for your child whose school or childcare facility has been closed due to COVID-19 precautions and there is no one else available to care for your child.
4. You or your family member had a medical appointment to receive a COVID-19 vaccination, or COVID-19 vaccination booster.
5. You are experiencing COVID-19 vaccination or COVID-19 vaccination booster related side effects (up to 3 days or up to 24 hours for each vaccination. Part-time providers who work on average less than 40 hours per week will receive reduced hours based on how many hours the providers work in a 2-week pay period).

The California COVID-19 Supplemental Paid Sick Leave benefit allows a provider to receive **Part B** COVID-19 Supplemental Paid Sick Leave for up to 40 hours for full-time workers, and part-time workers receive up to the average number of hours they work in a 2-week pay period. **Part B** COVID-19 Supplemental Paid Sick Leave may only be claimed if you or a family member you are caring for have tested positive for COVID-19.

To request payment for the COVID-19 Supplemental Paid Sick Leave benefit, please submit the enclosed, California COVID-19 Supplemental Paid Sick Leave Request Form for IHSS/WPCS Providers (TEMP 3021) form and return it to your local county IHSS office for processing.

For WPCS providers please return your form to the Department of Health Care Services, Integrated Systems of Care Division, at 1515 K Street, 4th Floor Sacramento, CA 95814 - Attention: WPCS Requests.

You can submit one claim for your entire eligible COVID-19 Supplemental Paid Sick Leave benefit, or multiple claims incrementally up to the total hours you are eligible for, including:

- Claim each day of COVID-19 Supplemental Paid Sick Leave you are requesting on the Temp 3021 (2/22) form;
- Full-time providers can claim 80 hours of sick leave, and part-time providers receive the average number of hours they work in a 2-week pay period;
- You can claim actual time away from work if you experience any side effects related to the COVID-19 vaccine you receive.

By claiming this COVID-19 Supplemental Paid Sick Leave, you are attesting that you meet one or more of the criteria on page 1 of this notice and must select one of the boxes on the form.

Please remember, if you are sick, potentially sick or have been exposed to COVID-19, **you cannot provide IHSS/WPCS services for any recipient as specified by the Department of Public Health.** You should contact your IHSS recipient(s) and let them know you are unavailable, so they can contact their local county office to request assistance with finding another provider until you are well.

Please be advised, if you are not experiencing symptoms and have not been exposed to COVID-19, you should continue to provide services to your IHSS and or WPCS recipient.



KIM JOHNSON
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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

February 24, 2022

TO: IN-HOME SUPPORTIVE SERVICES (IHSS) AND
WAIVER PERSONAL CARE SERVICES (WPCS)
RECIPIENTS

SUBJECT: INFORMATION ABOUT STATE COVID-19
SUPPLEMENTAL PAID SICK LEAVE BENEFIT FOR
IHSS AND WPCS PROVIDERS

A new State law passed on February 9th, 2022, which provides COVID-19 Supplemental Paid Sick Leave benefit for In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers between January 1, 2022 and September 30, 2022.

Your provider can only claim COVID-19 Supplemental Paid Sick Leave if they meet one or more of the following criteria:

1. They are having symptoms of COVID-19 and are seeking a medical diagnosis;
2. They are having COVID-19 symptoms and are subject to quarantine or have been advised to self-quarantine by a health care provider.
3. They are caring for their child whose school or childcare facility has been closed due to COVID-19 precautions and there is no one else available to care for their child.
4. They or their family member had a medical appointment to receive a COVID-19 vaccination, or COVID-19 vaccination booster.
5. They are experiencing COVID-19 vaccination or COVID-19 vaccination booster related side effects.
6. They or their family member they are caring for tests positive for COVID-19.

It is important for you to know that if your IHSS provider becomes sick with COVID-19, needs to be diagnosed or is quarantined due to COVID-19, they cannot provide IHSS or WPCS services.

If your provider is unable to come to work due to COVID-19, please continue to follow the guidelines to protect yourself from getting sick by washing your hands for at least 20 seconds, avoiding touching your face and following public health guidance and stay at home orders.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

If your provider is impacted by COVID-19 and is unable to come to work, they are required to tell you with as much notice as possible. If you need help with finding a new care provider during your provider's absence, please contact your local county IHSS office or public authority for assistance.