



In-Home Supportive Services (IHSS) Program Advance Pay

What is IHSS Advance Pay?

Advance Pay is an option available to some IHSS consumers that allows consumers to receive an advanced payment for his/her monthly IHSS services to pay the provider(s) directly for their service (Welfare and Institutions Code (WIC) Section 12304).

Eligibility for IHSS Advance Pay

- Consumers who are severely impaired (authorized 20 or more hours per week for IHSS personal care; preparation of meals; meal cleanup when preparation of meals and consumption of food (feeding) are required; and paramedical services)
- Consumer is capable of handling his or her financial and legal affairs; and
- The amount advanced cannot exceed the amount needed to pay for authorized IHSS service hours.

Consumer Requirements for IHSS Advance Pay

- A Consumer may not use his or her payment for anything other than the purchase of authorized IHSS services;
- Consumers must submit reconciled timesheets
- Consumers must pay their provider(s) timely.

Advance Pay Requirements

- Pursuant to MPP § 30-769.737, it is the responsibility of the AP recipient, legal guardian or conservator, to submit their provider's time sheets at the end of each authorized service month to the appropriate county social services office.
 - Timesheets require both recipient and provider signatures, and the recipient validates the hours worked by the provider. For purposes of timesheet processing, the provider mails the timesheet to the timesheet processing facility.
- Counties have the authority to remove a consumer's Advance Pay if the consumer does not adhere to all IHSS Advance Pay requirements (MPP Section 30-767.133).
- This regulation helps to ensure that recipients are paying their providers appropriately.

Updated Timesheet Process for Advance Pay

- Advance Pay recipients receive their monthly AP payments at the beginning of each authorized month to pay their provider(s) for services received. Beginning in October 2016, AP recipients and their provider(s) are now required to submit semi-monthly timesheets instead of monthly timesheets. This process has been put in place to ensure timely overtime payments can be made to providers.



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Community First Choice Option (CFCO)

Code of Federal Regulations (CFR) § 441.545(b)(2) allows for advance payment of direct cash to individuals in the CFCO Program. The CFCO program allows the AP recipient to further exercise their self-direction by making a direct payment to their provider. CFCO also allows AP recipients to exercise as much control as desired to select, train, supervise, schedule, determine duties and fire an attendant care provider. This does not, however, preclude the State of California to require that In-Home Supportive Services Program providers undergo an enrollment process to be an eligible IHSS provider. The requirement for criminal background checks, which is mandated by statute, §12305.86, is specified in the State Plan Amendment for CFCO.



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High Level Overview of Changes to Advance Pay after CMIPS Release 1.13 (9/23/2016)

Advance Pay Before 9/23/2016	Advance Pay After 9/23/2016
Recipient Advance Payment is mailed at the beginning of the month.	No change.
Recipient is responsible for paying Provider Advance Pay wages.	No change.
A single Reconciling Timesheet is automatically generated and mailed to Providers two business days after the 15th of the service month by system vendor (HPE).	Two Reconciling Timesheets are automatically generated for associated Providers on a semi-monthly basis on the 1st and 10th of the service month. Timesheets are printed and mailed from the Employment Development Department (EDD).
The Advance Pay Reconciling Timesheet is visually different from the IHSS Arrears Timesheet.	The Advance Pay Reconciling Timesheet is the same as the IHSS Arrears Timesheet in design. The Advance Pay timesheet is identified as 'Individual Provider Advance Pay Timesheet' in the upper right and 'Type: Advance Pay' in the body of the timesheet.
Reconciliation of hours to the case occurs on a monthly basis – upon receipt of the monthly reconciling timesheet.	Reconciliation of hours to the case occurs on a semi-monthly basis – upon receipt of the semi-monthly reconciling timesheet.
Overtime is reconciled on a monthly basis.	Overtime is reconciled on a semi-monthly basis.
Travel Time is reconciled on a monthly basis, using a separate Travel Claim Form.	No change.
The Advance Pay Earnings Statement for the previous month is attached to the Reconciling Timesheet for the current month. This is printed and mailed by HPE directly to the Provider.	The Advance Pay Earnings Statement is separate from the Reconciling Timesheets. This is printed and mailed by the counties directly to the Provider.
Overtime warrants are issued directly to the Provider for the entire pay month (upon receipt of the monthly reconciling timesheet). Depending on when the Reconciling Timesheet is submitted, Overtime warrants are issued directly to the Provider on a monthly basis.	Overtime warrants are issued directly to the Provider upon receipt of each semi-monthly reconciling timesheet. Depending on when the Reconciling Timesheets are submitted, Overtime warrants are issued directly to the Provider on a semi-monthly basis.

ⁱ References: Change Request 1094 v1.8, 09/07/2016
Detailed System Design (DSD) Version 15.2 (Release 1.10) Section 14, 04/04/2016