

## Health and Safety Waiver Request for Overtime During the COVID-19 State of Emergency

This procedure applies only to Supported Living (i.e. 896 PAHA and SLP) and Residential Care Facility supplemental codes (i.e. 109 and 111).

### Health and Safety Waiver Contract:

1. In order for service providers to request a Health and Safety rate for increased overtime and/or double time, service providers must send an email to [soe@sarc.org](mailto:soe@sarc.org) with the following:
  - a. A formal letter on letterhead requesting a Health and Safety Waiver to fund overtime and double time costs due to COVID-19.
  - b. A completed [SARC SOE Health and Safety Waiver Overtime/Double Time Pay Rate Form](#).
  - c. A completed [SARC SOE Overtime and Double Time Monthly Worksheet](#) to establish maximum funding allowance.
  - d. Payroll records of your overtime costs from the previous 12 months of operations to establish your baseline overtime costs.
  - e. Payroll records verifying the current rate of pay for any staff for whom you are requesting a Health and Safety Waiver rate.
  
2. Once documentation is verified, SARC will:
  - a. Develop a Supplemental Service Provider Agreement which will outline the maximum amount permitted for overtime funding.

### Billing:

1. Please consult with your CPA. In general, service providers should adhere to the below definitions:

| California Overtime              |                                 |
|----------------------------------|---------------------------------|
| Time and a Half (1.5x)           | Double Time (2x)                |
| Over 8 hours in a workday        | Over 12 hours in a workday      |
| Over 40 hours in a workweek      |                                 |
| First 8 hours on seventh workday | Over 8 hours on seventh workday |

2. Service providers must submit to [soe@sarc.org](mailto:soe@sarc.org) with subject line "SOE Overtime Billing."
  - a. Completed SARC SOE Overtime and Double Time Monthly Worksheet for the month.
  - b. Copies of all overtime costs for the billing period.
  
3. Billing example: If a client receives 100 hours per month of PAHA and 20 of those hours were provided by staff working overtime, the service provider would bill for 100 hours at the regular rate and request the overtime differential funds based on the contract funding via the above guidance.

Example:

| Non-SOE billing                | SOE OT billing (assuming OT rate differential is \$3/hour) |
|--------------------------------|--|
| 100 hours x \$18/hour = \$1800 | (100 hours x \$18/hour) + (20 hours x \$3/hour) = \$1860   |

4. SARC requires that source documentation showing the increased overtime/double time costs by client will be retained by the service provider in case of audit.