

# CHILDREN'S PERSONAL CARE SERVICES DOLLAR BASED

Children's Personal Care Services are funded in a total dollar amount for a specific period of time. As an employer, you may decide how much to pay their employees on an hourly basis. Wages must, however, be in keeping with the Department of Labor regulations of no less than \$10.80 per hour and no more than \$15.00 per hour.

With dollar based budgets, you must pay careful attention to the budget and carefully review all employer budget reports sent to you. It is important that you understand how employer taxes work. With dollar based budgets, the cost of the employer taxes comes directly from the budget each time an employee is paid.

**The following explains how employer taxes work:**

## EMPLOYER PAYROLL TAXES

All employers are responsible to pay matching payroll taxes for their employees. As a payroll agent, ARIS Solutions manages these payments for all employers. For employers funded through the Children's Personal Care Services program, the cost of these taxes is deducted automatically from the consumer's budget. These taxes, which total are a fixed percentage of payroll, include matching Social Security and Medicare payments along with deductions to pay for Unemployment Insurance and Workers Compensation Insurance. *These taxes are in addition to those withheld from your employee's paycheck.* The current rate for employer taxes is 12.4%. Please be sure to take this rate into consideration when planning the use of your budget. For example, if your employee makes \$10.80 per hour and works for 10 hours, the gross pay to that employee will be \$108.00. The consumer's budget will have \$121.39 deducted for the employee's pay along with the additional employer taxes.

Employee hourly pay:	\$10.80
Cost of employer taxes for each hour at \$10.80 an hour:	\$1.34
Total deducted from the budget for each hour:	<u>\$12.14</u>

# UNDERSTANDING HOW A DOLLAR BASED BUDGET WORKS

## Example:

Your child has a 6 month budget of **\$2542.80** for Personal Care (PC) services;

You want to pay your employee **\$10.80** per hour;

Your employee works **15** hours every two weeks;

ARIS Solutions will pay your employee the \$10.80 hourly rate (or \$162.00 for two weeks). Your employee will have their own taxes withheld from their check, as usual.

ARIS Solutions will also pay “matching employer taxes” on your behalf for unemployment, Worker’s Compensation and employee Social Security and Medicare. This adds 12.4% or, \$1.34 to the **cost** of each hour of service you pay your employee.

The actual **cost** to the budget when you pay an employee \$10.80 per hour is \$12.14.

So, if you pay your employee **15 hours** every two weeks at **\$10.80 per hour**, your employee will be **paid \$162.00**. Because **each hour costs \$12.14**, the **total cost to be deducted from your child’s budget for the 15 hours will be \$182.09**.

Your budget will then look like this:

**\$2542.80** Starting budget  
**-\$182.09** Cost of 15 hours of service  
(15 hours x \$10.80 = \$162.00 x 12.4%)  
**\$2360.71 Remains in budget**

.....  
If you pay all your employees the same hourly rate there is an easy way to know how many hours of service you can pay for in six months!

If you pay your employees \$10.80, the cost with employer taxes per hour is: \$12.14. Divide the total budget amount, \$2542.80 by the \$12.14 and you will have the total number of hours you can use during the six month period your child is eligible for.

**\$2542.80** six month budget  
**÷ \$12.14** cost of pay at **\$10.80 per hour**  
**209.45** hours available

# Completing Dollar Based Children's Personal Care Timesheets

Completing the dollar based timesheets for Children's Personal Care Services is easy!  
Accompanying these instructions is a sample timesheet to assist you.

- Be aware of the total funds available in your dollar based Personal Care (PC) budget as well as the time period the funds are available.
- Funds available for one budget period do not carry over into the next budget period if unused.
- You set the hourly rate for your employee. The hourly pay rate should be based upon need and be no less than \$10.80 per hour and no more than \$15.00 per hour.

Just follow these simple steps and you will be all set!

1. The employee must write in their name and last four digits of their social security number.
2. Write down the child's full name. Please do not use nick names or abbreviations. We will not know who the child is as we must use the same name the child uses for Medicaid. We cannot process payment for timesheets which do not have the correctly written child's name.
3. Please tell us if your employee will continue to work for you. If not, please indicate why not and the last date the employee worked.
4. Write each date the employee worked.
5. Enter the time the employee **Started** and **Ended** work on each day. Please be sure to add a.m. or p.m. for the hours worked.
6. Write in the number of hours worked each day.
7. Write in which service the employee provided. Use **PC** for Personal Care Services.
8. Write in the hourly rate you are paying your employee. You may not pay less than \$10.80 per hour according to State of Vermont Collective Bargaining Agreement with AFSCME and no more than \$15.00 per hour based upon State of Vermont Children's Personal Care Services guidelines.
9. Add up the total number of hours your employee worked and write that in next to Total on the bottom line.

# STEPS TO CALCULATE YOUR BUDGET



Method 1:

$$1. \quad \frac{\$10.80}{\text{Hourly Pay Rate}} \times 12.4\% = \frac{\$12.14}{\text{Cost of Hourly Services}}$$

$$2. \quad \frac{\$2600.00}{\text{Total Budget Amount}} \div \frac{\$12.14}{\text{Cost of Hourly Services}} = \frac{209.45}{\text{Total Number of Hours Available For Six Months}}$$

**OR**

Method 2:

$$1. \quad \frac{\$10.80}{\text{Hourly Pay Rate}} \times \frac{10}{\text{Hours Worked}} = \frac{\$108.00}{\text{Employee Gross Pay}}$$

$$2. \quad \frac{\$108.00}{\text{Employee Gross Pay}} \times 12.4\% = \frac{\$13.40}{\text{Employer Taxes}}$$

$$3. \quad \frac{\$13.40}{\text{Employer Taxes}} + \frac{\$108.00}{\text{Employee Gross Pay}} = \frac{\$121.40}{\text{Total Cost of Services Deducted From Budget}}$$

## Example Budget:

\$2500.00	Sally Doe	Children's Personal Care Services	January 1, 2015 to June 30, 2015
- \$121.40	Mary Lamb	10 hours worked x \$10.80 = \$108.00	x 12.4%
<b>\$2378.60</b>	<b>Remaining in Budget until June 30, 2015</b>		



# CHILDREN'S PERSONAL CARE SERVICES TIME SHEET

SAMPLE
SAMPLE
SAMPLE
SAMPLE
SAMPLE

Employee Name: Mary Lamb Last Four Digits SS #: 1234

Child's Name: Sally Doe

\*Will this employee continue to work for you?  yes  no

\* Please check here if this employee has: quit  been fired  laid off for lack of work

If employee will no longer be working for you, please indicate date worked: \_\_\_\_\_

Date	Start Time Indicate AM or PM	End Time Indicate AM or PM	Number Of Hours Worked	Service Provided (Personal Care (PC) or Transition Services (TS))	Hourly Pay Rate (must be at least \$10.80 per hour)
<u>4/3/15</u>	<u>8:00 am</u>	<u>4:00 pm</u>	<u>8</u>	<u>PC</u>	<u>\$10.80</u>
<u>4/4/15</u>	<u>3:00 pm</u>	<u>6:00 pm</u>	<u>3</u>	<u>PC</u>	<u>\$10.80</u>
<u>4/5/15</u>	<u>8:00 am</u>	<u>3:00 pm</u>	<u>7</u>	<u>PC</u>	<u>\$10.80</u>
		<b>SAMPLE</b>	<b>TIMESHEET</b>		
<b>Total</b>			<u>18</u>		

Total Hours 18 x Hourly Rate \$10.80 X 12.4% = \$218.51 Cost of Services

By signing below, we certify that:

- To the best of our understanding, the above information is true, accurate and complete;
- We understand that if this timesheet is not accurate or complete, it will be returned for completion or correction before payment can be made; and that
- Under penalty of fraud, the employee is not a parent, step-parent, foster parent or guardian of the child.

EMPLOYEE SIGNATURE: Mary Lamb

DATE: 4/6/15

EMPLOYER SIGNATURE: Jane Doe

DATE: 4/6/15

PRINT EMPLOYER NAME: Jane Doe

TIME SHEETS MUST BE SUBMITTED EVERY TWO WEEKS ACCORDING TO THE PAYROLL SCHEDULE. TIME SHEETS WHICH ARRIVE LATE IN OUR OFFICES AND WHICH DO NOT REFLECT THE FRIDAY "MAIL DAY" POSTMARK CANNOT BE ASSURED PAYMENT FOR THAT PAY WEEK. FAXED, E-MAILED AND ELECTRONIC TIMESHEETS MUST BE RECEIVED BY 12:00 PM (NOON) ON MONDAY OF THE PAYROLL WEEK.

FAX TO: 1-888-604-0361

E-MAIL TO: [ARIStime@arissolutions.org](mailto:ARIStime@arissolutions.org)

SUBMIT ELECTRONICALLY AT: [www.arissolutions.org](http://www.arissolutions.org) and Select "Electronic Timesheets"

SEND TO: ARIS SOLUTIONS - PO BOX 4409 - WHITE RIVER JUNCTION, VT. 05001  
1-800-798-1658

[www.arissolutions.org](http://www.arissolutions.org)



# CHILDREN'S PERSONAL CARE SERVICES TIME SHEET

Employee Name \_\_\_\_\_ Last Four Digits SS #: \_\_\_\_\_

Child's Name: \_\_\_\_\_

\*Will this employee continue to work for you? \_\_\_ yes \_\_\_ no

\* Please check here if this employee has: quit \_\_\_ been fired \_\_\_ laid off for lack of work \_\_\_

If employee will no longer be working for you, please indicate date worked: \_\_\_\_\_

Date	Start Time Indicate AM or PM	End Time Indicate AM or PM	Number Of Hours Worked	Service Provided (Personal Care (PC) or Transition Services (TS))	Hourly Pay Rate (no less than \$10.80 per hour)

Total Hours \_\_\_\_\_ x Hourly Rate \_\_\_\_\_ x 12.4% = \_\_\_\_\_ (cost of services)

By signing below, we certify that:

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- We understand that if this timesheet is not accurate or complete, it will be returned for completion or correction before payment can be made; and that
- Under penalty of fraud, the employee is not a parent, step-parent, foster parent or guardian of the child.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT EMPLOYER NAME: \_\_\_\_\_

**TIME SHEETS MUST BE SUBMITTED EVERY TWO WEEKS ACCORDING TO THE PAYROLL SCHEDULE. TIME SHEETS WHICH ARRIVE LATE IN OUR OFFICES AND WHICH DO NOT REFLECT THE FRIDAY "MAIL DAY" POSTMARK CANNOT BE ASSURED PAYMENT FOR THAT PAY WEEK. FAXED, E-MAILED AND ELECTRONIC TIMESHEETS MUST BE RECEIVED BY 12:00 PM (NOON) ON MONDAY OF THE PAYROLL WEEK.**

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Yellow copy is for employer records