

Things To Know About TBI Respite

1. TBI Respite provides funding for shared living providers to hire caregivers to provide respite. Respite is intended to provide a period of time for shared living providers to spend personal time on their own.
2. In order to have caregivers paid, the shared living provider must become an employer, enrolled through ARIS Solutions. No services may be provided for an employer until all necessary paperwork is completed.
3. All employees must be hired by the individual employer. This requires completion of hiring paperwork available from ARIS Solutions. ARIS Solutions is *not* the employer. If there are no funds remaining in the participant's budget or if the employer requests the employee to work without required approvals, the employer is responsible to assure that employees are paid.
4. All employees are required to have background checks completed and cleared *before* they may begin working per DAIL policy.
5. Agencies must submit authorized budgets to ARIS Solutions before an employee may be paid.
6. All participant budgets are based on dollar amounts which will be available for a period of time specified by the agency the participant is served by.
7. The pay range will be between \$ ___ per hour and \$ ___ as set by the employer. Any rate higher than this amount must be approved by the case management prior to payment.
8. A 10.4% employer tax rate is *added* to the cost of the employee hourly wages. The employer tax covers the employers' costs for matching Social Security, Medicare, Unemployment and Worker's Compensation. Employees have their own taxes withheld from their paychecks, which are not included in the employer tax rate.
9. Payroll is issued every other Friday, in accordance with a schedule provided to all employers by ARIS Solutions. Each pay period starts on a Sunday and continues for two weeks, ending on a Saturday.
10. Time sheets must be received by ARIS Solutions no later than Monday of each pay week if submitted by mail, or by noon on Monday of the pay week if submitted by fax, email or electronically. This schedule is not altered by holidays.
11. Timesheets must be submitted in a complete, accurate and legible manner. If a timesheet is missing information (other than an employer or employee signature), the employer will be called by ARIS Solutions staff to obtain the necessary information. If the employer cannot be reached or does not return the phone call, the timesheet cannot be paid.
12. Following each pay date a budget report will be issued to all employers. This report will note employees paid, the number of hours paid and wages paid to each employee, the total employer tax cost for each payment as well as the balance remaining in the participant's budget. Reports will be available on line at the ARIS Solutions web site as well as by mail.
13. Medicaid fraud happens. To prevent fraud, all employers and employees must be aware of the following:
 - a. Only an employer may provide information regarding changes on timesheets.
 - b. Employers and employees may not sign each other's names on timesheets.
 - c. Employers and employees must never pre-sign timesheets.
 - d. All hours of service listed on the timesheet must be hours actually worked by the employee being paid.
 - e. Employees, only, may make address, phone and direct deposit changes for their accounts.
 - f. Employers, only, may make address or phone number changes for their account.
 - g. ARIS Solutions will provide paycheck information to employers employees, including the date a payment was made, the total amount of the payment (gross and net wages), as well as the number of hours paid.
 - h. ARIS Solutions cannot provide any specific participant related information to an employee. All participant related information is confidential and available to the employer or funding Agency, only.
 - i. ARIS Solutions is a mandated reporter for suspected Medicaid fraud. Any suspicion of potential fraud is reported to the State of Vermont, Office of the Attorney General, Medicaid Fraud Division.

UNDERSTANDING HOW THE TBI BUDGET WORKS

Example:

The participant has a budget of **\$2500.00** for TBI Respite;

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. 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 Social Security and Medicare. This adds 10.4% or, \$1.12 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 \$11.92.

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 \$11.92**, the **total cost to be deducted from the budget for the 15 hours will be \$178.85**.

Your budget will then look like this:

\$2500.00 Starting budget

-\$178.85 Cost of 15 hours of service

(15 hours x \$10.80 = \$178.85 x 10.4%)

\$2321.15 Remains in budget

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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 with the approved budget!

If you pay your employees \$10.80, the cost with employer taxes per hour is: \$11.92; Divide the total budget amount, \$2500.00 by the \$11.92 and you will have the total number of hours you can use during the period the budget is authorized for.

\$2500.00 six month budget

÷ \$11.92 cost of pay at \$10.80 per hour

209.73 hours available

STEPS TO CALCULATE YOUR BUDGET



Method 1:

1.

$$\frac{\$10.80}{\text{Hourly Pay Rate}} \times 10.4\% = \frac{\$11.92}{\text{Cost of Hourly Services}}$$

2.

$$\frac{\$2500.00}{\text{Total Budget Amount}} \div \frac{\$11.92}{\text{Cost of Hourly Services}} = \frac{209.73}{\text{Total Number of Hours Available}}$$

OR

Method 2:

1.

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

2.

$$\frac{\$108.00}{\text{Employee Gross Pay}} \times 10.4\% = \frac{\$11.23}{\text{Employer Taxes}}$$

3.

$$\frac{\$11.23}{\text{Employer Taxes}} + \frac{\$108.00}{\text{Employee Gross Pay}} = \frac{\$119.23}{\text{Total Cost of Services Deducted From Budget}}$$



Note: All items with an asterisk (*) must be completed or no payment can be made.

DEVELOPMENTAL SERVICE WAIVER/PERSONAL CARE TIME SHEET / C3/TBI

W002

*EMPLOYEE NAME (PRINT): Jane Smith DATE: 06/10/2015

*EMPLOYEE SOCIAL SECURITY NUMBER: XXX-XX- 2 3 4 5

*CONSUMER: Harold Jones FUNDING AGENCY: PRIDE

*WILL THIS EMPLOYEE CONTINUE WORKING FOR YOU? YES NO

*PLEASE CHECK IF THIS EMPLOYEE HAS: QUIT BEEN FIRED LAID OFF FOR LACK OF WORK
IF ANY OF THE ABOVE HAVE OCCURRED PLEASE INDICATE LAST DATE OF WORK _____

*DATE	*START TIME	*END TIME	*TOTAL NO. OF HRS	*SERVICE CODE	*HOURLY PAY RATE
	Please specify AM or PM				
06/01/2015	8:00 am	4:00 pm	8	TBI	\$12.00
06/02/2015	3:00 pm	8:00 pm	5	TBI	\$12.00
06/08/2015	4:00 pm	12:00 am	8	TBI	\$12.00

TOTAL HOURS: 21

I certify that the above information is true, accurate and complete. IF FORM IS NOT COMPLETE, I UNDERSTAND THAT IT WILL BE RETURNED FOR COMPLETION/CORRECTION.

*EMPLOYEE SIGNATURE: Jane Smith

DATE: 06/15/2015

*EMPLOYER SIGNATURE: Marvin Jones

DATE: 06/15/2015

*EMPLOYER NAME PRINTED: Marvin Jones

FAX TIME SHEETS TO:

SUBMIT TO: ARIS SOLUTIONS
PO BOX 4409
WHITE RIVER JCT, VT 05001

QUESTIONS CALL:
1-800-798-1658

1-888-604-0361
E-MAIL TIME SHEETS:
ARIStime@arissolutions.org

TIME SHEETS MUST BE SUBMITTED EVERY TWO WEEKS ACCORDING TO THE PAYROLL SCHEDULE. FAXED, E-MAILED AND ELECTRONIC TIMESHEETS MUST BE RECEIVED BY 12:00 PM (NOON) ON MONDAY OF THE PAYROLL WEEK.