

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 9, 1987

ALL-COUNTY LETTER NO. 87-96

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: VERIFICATION OF IN-HOME SUPPORTIVE SERVICES
(IHSS) PROVIDER TIMESHEETS

Reference: ACL 82-105 (October 12, 1982)

The Auditor General recently completed a report of ways that the Department of Social Services could reduce costs and improve compliance with regulations of the In-Home Supportive Services Program. One of the findings of this report was, "...when the timesheets that providers submit to the counties are arithmetically inaccurate and counties' payments are based on inaccurate figures, the counties are paying excess compensation to providers."

The purpose of this letter is to reiterate the counties' responsibility regarding the processing of IHSS provider timesheets.

Timesheet (SOC 361) Processing

Social Services Manual, Division 30, Section 30-769.241(b) and (c)(1) and (2) require counties to review all timesheets prior to entry of timesheet data into the Case Management, Information and Payrolling System (CMIPS) to ensure consistency between hours reported and hours authorized and to take corrective action as indicated.

Counties shall institute procedures to verify timesheets before entry for payment to:

1. Ensure consistency between hours reported and hours authorized.
2. Review any discrepancies between hours reported and authorized to determine the reason for the discrepancy and take corrective action as indicated.
3. Change data as necessary to ensure correct payment to the correct individual.

Reduction of errors on timesheets, specifically addition errors, will reduce program costs and improve compliance with the IHSS regulations. Counties are not permitted to pay hours in excess of the hours authorized. Errors on timesheets which result in payment of excess hours are subject to the overpayment recovery regulations under Social Services Manual, Division 30, Section 30-768. If a provider was paid for more hours than were worked or authorized, the excess compensation is recoverable under Social Service Manual, Division 30, Section 30-769.92.

Examples of existing verification procedures which counties may consider implementing include but are not limited to:

1. A random sample of individual and contract provider timesheets to verify that the timesheets are routinely being added correctly.
2. Payroll clerk or social worker reviews of each individual timesheet to verify the arithmetical accuracy of provider timesheets.
3. Supervisor/social service worker reviews of a sample of the timesheets for arithmetical accuracy.
4. Account clerk reviews of the contract provider timesheets. The clerk makes a weekly visit to the contractor and randomly selects 10 timesheets to review for arithmetical accuracy.

In addition to verification of timesheets for arithmetical accuracy, counties shall assure that timesheets are appropriately signed and dated as required by MPP 30-769.723. All-County Letter No. 82-105 provides guidelines on requirements for recipient signatures on timesheets.

Examples of procedures which counties may consider implementing to verify appropriate signatures include but are not limited to:

1. A random sample of individual and contract provider timesheets to compare the signature on the timesheets to the most recent recipient signature in the case file.
2. A random sample of individual and contract provider timesheets to compare the signature on the timesheets with the signature on a signature card.

Please submit a copy of your county procedures on timesheet verification by July 31, 1987 to Mr. William Schimeck, Manager, IHSS/CMIPS Unit, 744 P Street, M/S 6-536, Sacramento, CA 95814. The Department is interested in helping counties improve timesheet verification procedures and will publish further examples of county verification procedures in future editions of the IHSS/CMIPS Newsletter.

Payroll Inquiries

In the past, many individual payment problems have been referred to the State IHSS Payroll Consultants. Social Service Manual, Division 30, Section 30-769.241(e), requires counties to respond to and resolve payment inquiries from recipients and providers. If the county is unable to resolve the problem, county staff should contact their IHSS Payroll Consultant. Counties should not give the IHSS Payroll Consultant telephone number to providers or recipients for resolution of their individual problems. Provider and recipient telephone inquiries received by the State are being redirected to the counties.

If you have any questions regarding this information, please call Mr. William Schimeck at (916) 323-5316 or ATSS 473-5316.



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cc: CWDA