

Wage Enhancement Submission Instructions- For Families that use Private Support Workers

These instructions are for families who use Private Support Workers that complete a “Page 2” of the Purchase of Service (POS) package (the support worker page).

How is the PSW wage enhancement credit applied?

- Each time you submit a claim with Support Worker hours- PassportONE automatically applies the PSW credit of \$3/hr for each support worker hour you submitted on Page 2 of the Purchase of Service (POS) form
- In other words, \$3/hr will be “credited” to your Passport budget for each support worker hours identified on Page 2

EXAMPLE

- You submit a claim for 30 Support worker hours on Page 2 of your POS form at \$20 per hour. The total amount of your claim submitted is \$600.00
- Behind the scenes, whether or not your claim included the wage enhancement in your total claim, PassportONE automatically applies the \$3 wage enhancement amount as a credit to your Passport balance for each one of these 30 hrs
- In this example, they would have applied $\$3/\text{hr} \times 30 \text{ hrs} = \90.00
- This \$90.00 was added to your available Passport funds balance,
- Meanwhile, your claim is reimbursed as usual for the full \$600.00
- But your Passport annual budget is only reduced by \$510.00 since the \$90.00 credit was added

How do I actually get reimbursed the PSW wage enhancement to pay my Support Workers?

- In order to be reimbursed for this wage enhancement, you must include the additional \$3.00/hr. wage enhancement on your POS submission (on Page 2: Support Worker Hours section)
- To do this, include both your usual hourly base rate and the \$3.00 wage enhancement in the same line on the POS form (previous instructions were to separate them, but the ministry has changed their directive on this)
- The base pay rate will come out of your passport funding budget, reducing it accordingly, while the \$3 is credited out of a separate ministry fund and will not impact your annual Passport funding amount

EXAMPLE – Base pay is \$20/hr and wage enhancement is \$3/hr- this is to be recorded as an hourly rate of \$23.00:

Service Type 1	Start date	End date	Amount 690.00
	April 1 2021	April 30 2021	
	Hours 30	Hourly Rate 23.00	

I usually pay my Support Worker a flat rate, can I still get the PSW wage enhancement?

Flat rates, if entered as a flat rate, do not qualify for the \$3/hr wage enhancement. They are seen as “one unit” and as such only \$3.00 total is applied on the entire flat rate period of time.

Therefore, if you pay your Support Worker a flat rate, for the purposes of the wage enhancement, you will need to break this flat rate out into an hourly rate on the POS form.

EXAMPLE 1 – You usually pay \$200.00 per 24-hour period. This rate needs to be divided by the number of hours of support. In this example, 200/24= 8.33 an hour. Base rate \$8.33/hr and wage enhancement \$3/hr- this is to be recorded as an hourly rate of \$11.33:

Service Type 3	Start date	End date	Amount 271.92
	April 7 2021	April 8 2021	
	Hours 24	Hourly Rate 11.33	

EXAMPLE 2 – You usually pay \$500.00 per weekend (48 hrs). This rate needs to be divided by the number of hours of support. In this example, 500/48= 10.42 an hour. Base rate \$10.42/hr and wage enhancement \$3/hr- this is to be recorded as an hourly rate of \$13.42:

Service Type 3	Start date	End date	Amount 644.16
	April 9 2021	April 11 2021	
	Hours 48	Hourly Rate 13.42	

The base pay rate will come out of your passport funding budget, reducing it accordingly to what you always pay for your respite, while the \$3 is credited from/paid out of a separate ministry fund and will not impact your annual Passport funding amount but allowing you to provide your support with the wage enhancement.

- If the flat rate was for the full week or a full month and you are unsure of exact hours-try to estimate how many hours for the month

EXAMPLE

April 1-30th at a flat rate \$1500.00. First, estimate how many hours of actual support it was for the month and divide the 1500 by the estimated number of hours, then record as above. So perhaps you would estimate it was 75 hours at \$20, then that is what you would enter.

You **MUST** break out the hours and calculate your flat rate in this way in order to qualify for the wage enhancement credits.

What if I submitted and was reimbursed for my regular support worker hours last fiscal year but never claimed for the \$3.00/hr PSW Wage enhancement that was available from October 1- March 31?

If you did not include the \$3.00 wage enhancement since October but have already claimed Support Worker hours for this time, you can resubmit claims covering the same periods and then when reimbursed pay your support workers retro pay.

To do this:

- locate copies of the claims submitted and reimbursed from October 1 2020- March 31 2021
- Duplicate the exact Service Type/Start date/end date/# of hours for each worker
- Then enter the Hourly rate of pay as \$3.00
- Multiply the number of hours by \$3.00 to figure out your total
- Each Support Worker requires their own separate Page 2 of the POS form

Important to note: Even though you didn't submit for payment of the actual \$3.00/hr wage enhancement for your support worker, this \$3.00/hr was automatically "credited" to your Passport budget at the time the claim was paid to you by PassportONE. Thus, when you claim against these funds, it will reduce your budget accordingly and can only be paid if the funds area still available in your last fiscal budget.

EXAMPLE

For the Period of October 1 2020- Dec 31 2020

- You paid your Support Worker \$15.00/hr as your base hourly rate (your usual rate)
- You did not include the \$3.00 wage enhancement for your worker in this claim.
- You claim had 60 hours of support at the \$15/hr rate for a total of \$900.00
- PassportONE reimbursed you the \$900.00 that you claimed

- Behind the scenes, PassportONE automatically applied the wage enhancement as a credit to your Passport balance for these 60 hrs even though you didn't claim for the wage enhancement directly. They applied \$3/hr x 60 hrs= \$180.00
 - This \$180.00 was added to your available Passport funds balance
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Other reminders:

- This \$3.00 wage enhancement is only effective until June 30 so you must tell your support workers that their regular rate of pay resumes on July 1 2021
- In order to take advantage of this wage subsidy, you **must submit your claims by June 30.**
- Any claims submitted after June 30 will no longer qualify for this \$3.00 wage enhancement subsidy and the entire claimed amount will be paid out of your annual Passport funding allocation, not this separate pot of funding