

# CLC Administrative Services, Inc.

## Respite Payroll Policy

*This policy is for all respite employers and respite caregivers that respite services are paid through CLC Administrative Services, Inc. It is the respite employer and respite caregiver's responsibility to abide by this policy when submitting timesheets for processing through the fiscal payroll agent, CLC Administrative Services, Inc. Failure to follow this policy can result in Medicaid fraud and the respite client losing respite services. Both the respite employer and caregiver must review the policy together and sign below.*

### Understanding of How Respite Services are Provided:

- One week is defined by a period between Sunday 12:00 AM to Midnight Saturday 12:00 AM.
  - Example of one week: January 3, 2021 to January 9, 2021
- One day is defined by a period starting at 12:00 AM to midnight 12:00 AM
- A respite caregiver may provide respite to **only one** respite client during any given time frame and a respite client may have **only one** respite caregiver providing services during any time frame. No overlapping time is permitted, regardless where respite services are provided or number of respite caregivers providing respite services.
- A respite client may only receive a **maximum of 16 hours** of respite services per day. This includes all time from all respite caregivers (including using multiple respite caregivers).
- A respite caregiver may only provide a **maximum of 16 hours** of respite services per day. This includes all time from all respite clients (including providing services to multiple clients).
- A respite caregiver may only provide a **maximum of 40 hours** of respite services per week. This includes all time for all respite clients (including providing services to multiple clients).
- The respite employer is responsible for ensuring that the respite services are within the respite client's approved respite budget. No respite services are to be provided beyond the approved respite budget. CLC Administrative Services, Inc. will not be held liable for respite services being provided beyond the approved respite budget and cannot be processed through CLC Administrative Services, Inc. Respite budgets can be weekly, monthly, or yearly. You may contact your Case Manager if you need assistance on your respite budget.

### Understanding of How to Properly Document a Respite Timesheet:

- All timesheets must include all the following:
  - **Name of Respite Caregiver**
  - **Name of Respite Client**
  - **Respite Caregiver's 4-digit ID number (provided from CLC Administrative Services, inc.)**
  - **Respite Client's 4-digit ID number (provided from CLC Administrative Services, inc.)**
  - **Phone Number for Respite Caregiver**
  - **Phone Number for Respite Employer**
  - **Address of Respite Caregiver**
  - **Address of Respite Client**
  - **Email of Respite Caregiver**
  - **Email of Respite Employer**
  - **Date of service**

- **Time In, Time out, and total of hours**
- **Wet signature of Respite Caregiver and Respite Employer with the date of each signature**
  - **No photocopies or electronic signatures will be accepted.**
- Each time in and time out must include either “AM” or “PM”. **Midnight** should be written as **12:00 AM** and noon should be written as **12:00 PM. (Time will be processed as what is seen on the timesheet.)**
  - Failure to provide the “AM” or “PM” to indicate times will result in the timesheet not being processed and would need to be corrected and resubmitted.
- If a caregiver works past midnight, the time past midnight must be reported on a separate line due to this being a new day.

○ Example-a caregiver starts work on **1/2/2021** at **11:00PM** and works until **4:00 AM** the next morning, **1/3/2021**. It would be written like the example below:

<b>Date (MM/DD/YYYY)</b>	<b>Time In (HH:MM)</b>	<b>Time Out (HH:MM)</b>	<b>Total Hours</b>
1/2/2021	11:00 (AM / PM)	12:00 (AM / PM)	1.00
1/3/2021	12:00 (AM / PM)	4:00 (AM / PM)	4.00

- The timesheet must be signed and dated by the respite caregiver and respite employer. Neither the respite employer nor the respite caregiver can sign for one another. These signatures are to be authentic (handwritten) and cannot be photocopied or a PDF electronic signatures. Any signatures that looks as if it is photocopied will result in the timesheet not being processed.
- Separate respite timesheets are to be submitted for each respite client and for each week respite services are provided.

**Understanding Timesheet Deadline:**

- Timesheets can be provided to CLC Administrative Services, Inc. by:
  - a. **Email (preferred method):**  
[pr.respite@charleslea.org](mailto:pr.respite@charleslea.org)
  - b. **Fax:**  
(864) 562-2118
  - c. **Mail:**  
Attention-Respite Payroll  
195 Burdette Street  
Spartanburg, SC 29307
- Timesheets are to be submitted on a weekly basis.
- Timesheets must be received by Respite Clerk (or designee) **no later than 4:00 PM on Monday** each week regardless of which respite payroll the respite services are processed on (Payroll A or Payroll B).
- It is the respite employer and respite caregiver’s responsibility to ensure that the timesheets are turned in before this deadline as **NO EXCEPTIONS** will be made.
  - a. Confirmations cannot be provided due to the size of respite payroll.
- **Timesheets are to be within the current pay period for processing only. Timesheets that have previous dates that are not within the current pay period will need to be signed off by the respite**

**client's case manager or financial board designee stating they are aware of the dates being previous dates and that it is approved for those dates to be paid out.**

- If errors are found after the submission deadline then time sheets involved will not be processed and will need to be corrected and re-submitted. No exceptions.
- A time sheet that has been returned will need to be re-sent/re-submitted with the word "COPY" written across the top of the re-sent/re-submitted timesheet. Failure to make this note on the timesheet can result in the timesheet not being processed at all.

**Important Resource:**

<https://www.charleslea.org/programs/respice-services.html>

CLC ADMINISTRATIVE SERVICES, INC. RESPITE PAYROLL POLICY

***Respite payroll cannot be processed without acknowledgement of the policy by both the respite caregiver and the respite employer they are providing respite care for.***

***By signing below, the respite employer and respite caregiver, both have reviewed and understand the above policy.***

Respite Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Respite Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form can be returned by email, fax, or mail. The email address is Pr.respite@charleslea.org, the fax number is 864-562-2118, and the mailing address is The Charles Lea Center (ATTN: Respite Payroll), 195 Burdette St., Spartanburg, SC 29307.***