

2014 Employment Reference Guide for Individual Providers

March 1, 2016 Addendum

Introduction

This addendum to the 2014 Employment Reference Guide for Individual Providers provides information about recent changes that are important to your job as an individual provider. The information in this addendum replaces information in the “Getting Paid” section of the 2014 guide on pages 15-17, 19-30, and 35.

What Has Changed

Wages and Pay Increases

The base hourly rate for individual providers begins at \$11.31 with increases, tied to your cumulative career hours, every six months. To determine your current wage and future increases view the wage table below.

Individual Provider Wage Table: Effective July 1, 2015 - June 30, 2017				
Cumulative Career Hours	July 1– December 31 2015	January 1– June 30 2016	July 1– December 31 2016	January 1– June 30 2017
0-700	\$11.31	\$11.50	\$11.75	\$12.00
701-2000	\$11.56	\$12.00	\$13.00	\$13.40
2001-4000	\$11.71	\$12.20	\$13.20	\$13.60
4001-6000	\$11.89	\$12.40	\$13.40	\$13.80
6001-8000	\$12.03	\$12.60	\$13.60	\$14.00
8001-10000	\$12.20	\$12.80	\$13.80	\$14.20
10001-12000	\$12.36	\$13.00	\$14.00	\$14.40
12001-14000	\$12.53	\$13.20	\$14.20	\$14.60
14001-16000	\$14.78	\$15.00	\$15.00	\$15.25
Above 16000	\$15.03	\$15.15	\$15.15	\$15.40

Certain individual providers may qualify for certification and/or advanced training differential payment as stipulated in the Collective Bargaining Agreement when they meet certain certification or exemption criteria.

The Training Partnership may assign certain providers to work as a mentor, preceptor, or trainer for an additional \$1.00 per hour. Time worked as a mentor will not count toward cumulative career hours. For more information contact the Member Resource Center at 1-866-371-3200.

How You Get Paid

2014 Employment Reference Guide for Individual Providers

March 1, 2016 Addendum

Beginning March 1, 2016 Individual ProviderOne, also called IPOne, replaces SSPS. IPOne is the new system you will use to claim for individual provider services and receive a paycheck. Individual ProviderOne is maintained by PCG Public Partnerships LLC (PPL).

To sign-up to use Individual ProviderOne

- ✓ Go to www.ipone.org
- ✓ Click on the BetterOnline™ button
- ✓ Click on the 'Sign Up' button and answer the security questions

Resources to Help You Use Individual ProviderOne

You will receive a Welcome Packet when you first start working as a new individual provider. The Welcome Packet will include a form that shows your personal information that Individual ProviderOne has received from DSHS. You should review this information to make sure it is correct. If the information is not correct, update it by going online, after you sign-up to use Individual ProviderOne, or by calling the Individual ProviderOne call center at 844-240-1526 for help making the changes.

You will also receive a training packet from Individual ProviderOne when you first start working as a new individual provider. This packet contains information that will help you understand how to use Individual ProviderOne.

If you need more information about how to use Individual ProviderOne you can go to <http://www.publicpartnerships.com/watraining/> and download a copy of the Individual ProviderOne Written Training or view the Individual ProviderOne Online Training information.

Topics covered in the Individual ProviderOne written and online training:

- How to Create a User Account
- How to Set Up Payment Preference (setting up Direct Deposit)
- How to Update and Verify Tax Information
- How to View Authorization Information
- How to Submit Timesheets (includes how to submit for mileage reimbursement and Paid Time Off)
- How to Avoid Making a Mistake on a Paper Timesheet
- How to Look Up Payment Information
- Who to Contact with Questions

Individual ProviderOne Authorization Letter

2014 Employment Reference Guide for Individual Providers

March 1, 2016 Addendum

Individual ProviderOne will mail an authorization letter to you when services for your employer are first authorized and when there are any changes that affect the authorization.

Individual ProviderOne assistance

If you need assistance or more information about how to use Individual ProviderOne, you can go to <http://www.publicpartnerships.com/watraining/> or call the Individual ProviderOne customer assistance Call Center at 1-844-240-1526. The call center is made up of 50 bilingual staff who are available to assist providers with timesheets, system logins, using other features of IPOne.

Withholding Federal Income Tax

You will need to decide if you want federal income tax withheld from your paycheck. The decision is up to you. Keep in mind, your decision does not affect whether or not you owe federal income taxes.

If you want federal income tax withheld from your paycheck, you must fill out and send in a completed Internal Revenue Service (IRS) W-4 form for each employer that you work for. The W-4 form must be from the current year. You can get an IRS W-4 form by:

- Downloading it at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Calling the IRS at 1-800-829-3676 and asking for a form to be sent to you

Completing the W-4 form:

- Box 1, 2, 3, and 5 of the W-4 form are required fields
- Box 4, 6, and 7 are optional
- Leave box 8, 9, and 10 blank
- Make sure to sign and date the form at the bottom

Mail completed IRS W-4 forms to:

Public Partnerships, LLC: WA IPOne
7776 S Pointe Pkwy W Suite 150
Phoenix, AZ 85044

If you fill out and send in an accurate and complete W-4 form, you may be eligible to have federal income tax deducted from your paycheck per IRS rules. This W-4 remains in effect unless you send in a new one or call the IPOne call center to tell them that you wish to discontinue your current tax deduction set-up. If you choose to complete Form W-4, keep a copy of it for your own records.

If you do not want your federal income tax withheld

2014 Employment Reference Guide for Individual Providers

March 1, 2016 Addendum

If you do not want federal income tax withheld do not complete a W-4 form. Federal income tax will not be withheld from your paycheck unless you submit a valid IRS Form W-4. For information about paying your federal income tax if you choose **not** to submit Form W-4, contact the IRS or talk with a tax advisor or accountant.

If you significantly under-withheld federal income taxes in the past, the IRS may notify you and PPL by letter (called a "Lock-in Letter") that a specified amount of federal income tax must be withheld. If this is the case, withholding federal income taxes from your payment from DSHS is no longer voluntary. DSHS and PPL must comply until further notice from the IRS. If you receive an IRS Lock-in Letter, it will have a toll-free number for you to call if you want to dispute it.

W-2 Wage Statement

A Form W-2 is a wage statement that reports the taxable portion of your earnings to the federal and state government. You will receive a W-2 wage statement for each employer you were contracted through DSHS to work for in that year and a W-2 for your vacation pay. Some individual providers will receive W-2 wage statements from the old payment system, SSPS, for wages earned in 2016.

- If you earned wages as an individual provider between January 1, 2016 and February 29, 2016 you were paid through the old payment system, SSPS. W-2 statements for wages paid through SSPS are mailed by DSHS. If you have questions about the W-2 mailed by DSHS for wages paid through the old payment system (SSPS) call 360-664-5830 or email the DSHS tax desk at taxinfo@dshs.wa.gov.
- Any wages earned after February 29, 2016 are paid through the new payment system, Individual ProviderOne. W-2 statements for wages paid through Individual ProviderOne are mailed by PPL. If you have questions about the W-2 you receive from PPL contact the IPOne call center by phone: 844-240-1526, or email: pplwaipone-cs@pcgus.com.

W-2 wage statements are mailed no later than January 31, or the next business day if January 31 falls on a weekend/holiday, in the year after you were paid. For example, if you were paid income in 2016 your Form W-2 for those earnings will be mailed by February 1, 2017.

The W-2 wage statements will only include the payments you received through the Individual ProviderOne or SSPS payment systems. The wages you receive directly from your employer will not be included on the W-2 wage statement you receive. If you chose to have federal income tax deducted from your paycheck (you filled out and sent in Form W-4 for the current tax year), the amount deducted for federal income tax will be on your W-2.

Travel time

2014 Employment Reference Guide for Individual Providers

March 1, 2016 Addendum

Beginning April 1, 2016 individual providers will be paid for qualified travel time. Travel time is time spent by an IP travelling directly between worksites in the same workday using any reasonable method of travel. Qualified travel time is considered work time and will be paid.

Travel time includes the time it takes to travel directly between:

- Two or more worksites
- A worksite and a training site for required training in the same workday

Worksite definition:

- A place you provide authorized care to a DSHS client
- A place where you attend required training

Travel time is not:

- Travel from your home to a worksite or training site
- Travel from a worksite or training site to your home
- Travel from a personal activity to a worksite or training site

Commute time is different than travel time. Travel between your home, even if you live with a person you provide care for, and a worksite is considered *commute* time and cannot be paid as travel time.

How to claim travel time

To claim travel time, submit a completed travel time request form to your employer's case manager. The client's case manager will authorize payment for travel time. If possible, submit this form before the travel time has occurred. If you have any unplanned travel time, you must contact your employer's case manager immediately and submit a travel time request form right away.

You must claim your travel time in the Individual ProviderOne (IPOne) system based on the date the travel occurred. You can claim it by entering the time in the IPOne portal or by paper timesheet.