

<b>POLICY NAME:</b>	<b>WORKING WITH CLIENTS IN FIXED AUTHORIZATION PROGRAMS</b>		<b>POLICY NO:</b>	<b>HR - 71</b>
<b>Department:</b>	Human Resources	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	<b>Original Approval Date:</b>	09/17/2020
			<b>1<sup>st</sup> Revision Date:</b>	
			<b>2<sup>nd</sup> Revision Date:</b>	
<b>RELATED FORMS:</b>			<b>3<sup>rd</sup> Revision Date:</b>	

## PURPOSE

Many caregivers work with clients who are participating in a commercial, governmental, or institutional fixed-authorization program (“FAP”), including but not limited to Medicaid Waiver Programs. In any given day or week, caregivers may voluntarily choose to spend time with a client beyond the hours specifically authorized by the applicable FAP or may incorrectly clock in or out in excess of the authorized hours.

The reason for this policy is that FAPs authorize only a certain number of caregiver hours per work week per client and will not, under any circumstances, pay the Company for any hours in excess of those authorized hours. The Company does not receive any benefit, financial or otherwise, for any time a caregiver spends with a FAP client beyond the authorized weekly hours.

## POLICY

1. During any work week (currently defined as Thursday through Wednesday), caregivers shall not spend any work time with Company clients in excess of authorized hours without prior permission from the Company.
2. Any time that a caregiver chooses to spend with a client in excess of those hours authorized by a FAP is completely voluntary on the caregiver’s part and is not required or directed by the Company.
3. If a caregiver records work hours for such a FAP client(s) in excess of the authorized weekly hours for any work week, the Company may adjust the caregiver’s time to the authorized hours unless the caregiver contacts the Company and explains why any excess hours were required and necessary.

## PROCEDURE

1. For any caregiver working with a FAP client, the Company will provide written notice (by email or other writing) of the number of caregiver hours per work week that he or she is authorized by the FAP to work for each such client.
2. From time to time, the number of authorized weekly hours may change. If the authorized hours change, the Company will provide the caregiver with written notice of any such changes.
3. Caregiver shall contact the Company during any work week in which excess hours were considered necessary and explain the variance from authorized hours. The Company shall credit such excess hours to caregivers if, in its sole discretion, the excess time was warranted for issues including, but not limited to, health emergencies, safety issues, weather conditions, and temporary FAP authorizations.
4. Except as provided in Paragraph 3 above, the Company shall adjust any work hours recorded during a work week that exceed the authorized hours to the number of hours then authorized.
5. Caregivers who continually violate the company’s time and attendance policies will be subject to disciplinary action, up to and including termination.