

Glen Turner

From: DSHS's Developmental Disabilities Administration <DDAWA@public.govdelivery.com>
Sent: Friday, December 14, 2018 06:32
To: Glen Turner
Subject: Updated Information for 2018 Overtime Consideration



2018 Overtime Consideration

**Developmental Disabilities Administration Update
December 13, 2018**

Dear Supported Living, Group Home and Group Training Home providers,

DSHS is allowing agencies to submit requests for Consideration of Overtime for calendar year 2018 with approval from the Regional Administrator (RA). To do so, agencies need to follow the process:

At the time the annual cost report is completed, an agency may request their Instruction and Support Services (ISS) overtime hours, be calculated at 1.5 times the average reimbursement rate and applied towards Settlement A. providing that:

- The agency submits a letter with their completed cost report to the RA requesting consideration of overtime. The letter must explain the reason for the unusual overtime usage, and
- The agency has a settlement due to undelivered hours (Settlement A), and
- The agency has ISS overtime hours reported on Schedule B-1.

The RA will review the request for Consideration of Overtime and provide the analyst with their decision. If approved, the analyst will apply the credit to Settlement A in the following manner:

- Schedule J Summary will multiply the ISS overtime hours reported on Schedule B-1 by 1.5 times the average reimbursement rate resulting in the allowable ISS overtime payroll cost to be applied to settlement A.

The actual settlement is the greater of Settlement A or Settlement B.

DSHS would like to remind providers that the 2018 cost report and letter requesting consideration of overtime are due March 31, 2019. Cost report extensions must be approved by the RA and the request for an extension must be received by March 15, 2019. Providers granted an extension must submit their cost report no later than April 30, 2019.

Thank you for the continued support services you provide to individuals with developmental disabilities. Please contact the Regional Resource Management Administrator if you have questions.

Saif Hakim, Office Chief

[Contact us](#) for questions or feedback.

Stay Connected with Department of Social and Health Service's Developmental Disabilities Administration:



SUBSCRIBER SERVICES:

[Manage Subscriptions](#) | [Unsubscribe All](#) | [Help](#)

This email was sent to gturner@gopsrs.org using GovDelivery Communications Cloud, on behalf of: Department of Social and Health Service's Developmental Disabilities Administration · 1009 College St., SE · Lacey, WA 98503

