



**San Mateo County Public Authority  
for In-Home Supportive Services**

225 37th Avenue  
San Mateo, CA 94403-4324  
(650) 573-3900 Fax: (650) 573-2310

Dear In-Home Supportive Services (IHSS) Provider:

The California Department of Social Services (CDSS) is sending information to IHSS providers and recipients to explain recent changes in State law affecting payment in the IHSS program. **Effective February 1, 2016**, this new law allows for IHSS providers to be paid for overtime and/or travel time when certain requirements are met.

**ACTIONS YOU MUST TAKE:**

- Read the notices sent from the State
- Complete and sign the form(s) sent from the State:
  - All providers must sign and return the **IHSS Program Provider Enrollment Agreement (SOC 846) no later than April 15, 2016.**
- Providers who work for more than one recipient will receive additional information from the State in February about how to claim travel time.

**AVAILABLE HELP:**

- Go to our website at <http://www.smchealth.org/ihss/publicauthority> to view the new State video and review the Frequently Asked Questions
- Attend a training provided by San Mateo County (see schedule below)
- Attend a training provided by the Union (contact SEIU Local 2015 for their schedule)
- Attend Drop-in Wednesdays beginning March 9, 2016:
  - **Purpose:** Meet with Payroll about new rules, how to complete new timesheets and forms
  - **Where:** Aging and Adult Services  
225 37<sup>th</sup> Ave., **Room 132**, San Mateo, CA 94403
  - **When:** Every Wednesday between 1-4 pm

**COUNTY TRAINING SCHEDULE:**

Trainings are **not** mandatory but are highly recommended.

Please allow 1 hour for training to view the State video, ask questions, and turn in forms.

**No appointment needed!**

**Location:** Aging and Adult Services  
225 37<sup>th</sup> Ave., **Room 100**  
San Mateo, CA 94403

Language	Date	Time
English	Saturday, <b>2/27/2016</b>	Drop in anytime between <b>9 am – 4 pm</b>
Spanish	Saturday, <b>3/5/2016</b>	Drop in anytime between <b>9 am - 1 pm</b>
Chinese	Friday, <b>3/11/2016</b>	Drop in anytime between <b>1:30 – 3:30 pm</b>