

---

# ARIS SOLUTIONS

---



Financial and Fiscal  
Management Services

[www.arissolutions.org](http://www.arissolutions.org)

---

## What Does ARIS Solutions Do?

---

- Provides “Fiscal/Employer Agent” services for Medicaid-funded supports in Vermont
  - Primary duty: processing payroll
  - Associated duties: withhold and report employee income taxes, create and send W-2’s, report employer taxes
- Ensures that employers comply within State and Federal laws
  - Work with Department of Labor, Department of Health, Department of Disabilities, Aging and Independent Living, Department of Vermont Health Access (VT Medicaid) and other partners
  - Run background checks on all prospective employees—based on requirements from Department of Disabilities, Aging and Independent Living’s policy
  - Work with Office of Attorney General and Office of Inspector General around issues of fraud and misuse
- Provides customer service and technical assistance

## Who is the Employer?

- You are!
  - ARIS Solutions is not the employer—even though the checks have our name on it
  - The State of Vermont is not the employer—even though they are the Medicaid funder
  - The Agency is not employer—even though they authorize the budget and may provide help
- Employer responsibilities:
  - Recruit and choose qualified employee(s)
  - Make sure that employment forms are completed and submitted to ARIS Solutions
  - Train employee(s) to do specific tasks
  - Fire employee(s) when necessary
  - Complete and send in timesheets to ARIS Solutions on time
  - Be able to provide clarification about submitted timesheets
  - Be able to answer questions about wages and hours worked
  - Keep track of how much money is available



## Getting Started—New **Employers**

**New Employers** need to complete and send:

- **Employer Appointment of Agent**—filling out this form lets us process payroll for consumers/surrogates
- **Application for Employer Identification Number (EIN)**—all employers must have their own EIN, it's an Internal Revenue Service requirement
- **Tax Information Authorization**—completing this form lets us report taxes for consumers/surrogates
- **Consumer Information Form**—links the employer with the consumer's budget

Employer packets are highlighted in **pink** where consumer/surrogate need to fill and sign

## Getting Started—New **Employees**

**New Employees** need to complete and send:

- **Employee Hiring Notice**—tells us some basic information about who consumer/surrogate is hiring (completed by the **employer**)
- **Forms W-4 and W-4VT**—gives us tax withholding information (completed by the **employee**)
- **Employment Eligibility Verification (I-9)**—tells the Department of Justice that employee is legally able to work in the United States (completed by both **employer** and **employee**)
- **Background Check Forms**—these checks make sure that a potential employee does not have any criminal convictions or Adult Protective Services/Department for Children and Families abuse findings that would keep a potential employee from working (completed by **employee**)
  - All potential employees must pass these background checks **before** they begin work.
- **Confirmation of Receipt of Important Information for Employees**—gives employees general information about working in a consumer/surrogate directed program—including who the employer is. This form is required by the State of Vermont (completed by the **employee**)
- **Direct Deposit Form**—signing up for Direct Deposit makes sure that employees' paychecks are automatically deposited into their accounts. No more waiting for the mail to come! (completed by the **employee**)

**Employer** sections are highlighted in **pink**; **employee** sections are highlighted in **yellow**.

## Employers and Employees Across Programs—Same but Different?

Each program that ARIS Solutions supports has its own "Enrollment Packet"

- Includes Employer and Employee Enrollment forms
- Program guidelines
- Timesheets

Do Employers have to complete new Employer Enrollment forms to manage services for someone supported through a different program?

- **No**, an actively enrolled ARIS Employer can serve as an employer across programs/funding sources **without** filling out new paperwork

Do Employees have to complete new Employee Enrollment forms to provide direct care for someone they support through a different program?

- **No**, if employee(s) are actively enrolled with a specific employer, they can provide supports across programs/funding sources connected with that employer **without** filling out new paperwork

Is there a difference between the Developmental Disability Services, Traumatic Brain Injury, Children's Personal Care Services, and Adult Family Care-Respite Employer/Employee Enrollment forms?

- There is no difference in the Federal and State forms that are included in the Employer and Employee enrollment packets for the different programs that ARIS Solutions serves. Each enrollment packet, however, is customized with program-specific timesheets and program guidelines.

# Filling Out Timesheets



To pay a timesheet, the employer must fill out:

### General Information

- The employee's first and last name
- Date that employer is filling out the timesheet
- The last 4-digits of the employee's social security number
- The consumer's name

### Details about the Work

- Each day that they worked,
- The time they started and ended working
- The service code for the kind of work that they did
  - Be sure to include "AM" or "PM" so it is clear if the hours worked were in the morning or afternoon/evening
- Just "straight" wage that is paid to the employee

Both the employer and employee **must** sign

Employee Timesheet Overview Form

ARIS Solutions Time Sheet

EMPLOYEE NAME: John Doe      LAST FOUR DIGITS OF SSN: 1234  
 CONSUMER NAME: Jane Smith      AGENCY: ABC

DATE: 3/22/18

NOTE: SERVICES CANNOT BE PAID WHILE PARTICIPANT IS ADMITTED TO A HOSPITAL/CLINIC/INPATIENT

Program/Service/Region/Support Plan

Adult Family Care       CC-Home Care       Family Support Program/255A  
 Children's Personal Care       CC-Homecare/Child       At-Risk Services/255C  
 Children's Care (CC)       Developmental Services/CC/255A       Homecare/255C/255D

| Case | Start | End   | Day | Time | Service Code | Rate     | Hours |
|------|-------|-------|-----|------|--------------|----------|-------|
| 1234 | 08:00 | 12:00 | M   | AM   | AFCR         | \$11.04  | 4.00  |
| 1234 | 12:00 | 03:00 | M   | PM   | AFCR         | \$168.00 | 3.00  |
| 1234 | 08:00 | 12:00 | T   | AM   | PC           | \$11.04  | 4.00  |
| 1234 | 12:00 | 03:00 | T   | PM   | PC           | \$168.00 | 3.00  |

EMPLOYEE SIGNATURE: John Doe      DATE: 3/22/18  
 PRINT EMPLOYER NAME: Jane Smith      DATE: 3/22/18  
 EMPLOYER SIGNATURE: Jane Smith      EMAIL: JSmith@ABC.com

# Coding Timesheets

Each service has its own "Service Code"

Available services are determined through the ISA process

Complete the required sections of the timesheet, including the appropriate code related to the service provided.

| Program                                  | Service                         | Service Code | Minimum Rate*                             | Employer Tax* |
|--|---------------------------------|--------------|---|---------------|
| Adult Family Care-Respite                | Respite (Hourly)                | AFCR         | \$11.04/hour                              | 13.3%         |
|  |                                 | AFCR         | \$168.00/day                              | 13.3%         |
| Children's Personal Care Services (CPCS) | Personal Care                   | PC           | \$11.04/hour                              | 12.4%         |
| Developmental Services                   | Individual Admin                | ADMIN        | Variable Based on Individual Support Plan |               |
|  | Service Coordination/Planning   | A01          | \$11.04/hour                              | 10.4%         |
|  | Adaptive Van Payments           | AVE          | Variable Based on Individual Support Plan |               |
|  | Community Supports (Individual) | B01          | \$11.04/hour                              | 10.4%         |
|  | Community Support (Group)       | B02          | \$11.04/hour                              | 10.4%         |
|  | Job Supports                    | C04          | \$11.04/hour                              | 10.4%         |
|  | Respite (Hourly)                | D01          | \$11.04/hour                              | 10.4%         |
|  | Respite (Daily)                 | D02          | \$168.00/day                              | 10.4%         |
|  | Clinical Assessment             | E01          | \$11.04/hour                              | 10.4%         |
|  | Home Supports                   | H01          | \$11.04/hour                              | 10.4%         |
|  | Transportation                  | TRANS        | Variable Based on Individual Support Plan |               |

## Sample Timesheet

Is Employee Exempt from Overtime Payments?

Yes (should not be paid overtime wages)  No (should be paid overtime wages)

### ARIS Solutions Time Sheet

EMPLOYEE NAME: John Doe LAST FOUR DIGITS OF SS # 1234

CONSUMER'S NAME: Jane Smith AGENCY: UVS

Was the Consumer admitted to a hospital or nursing home during any of these dates? Yes  No

If **YES**, indicate the dates the Consumer was admitted to and discharged from the hospital or nursing home \_\_\_\_\_

**MOST SERVICES CANNOT BE PAID WHILE PARTICIPANT IS ADMITTED TO A HOSPITAL/NURSING HOME**

Program Consumer Receives Supports from:

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Adult Family Care-Respite                | <input type="checkbox"/> CFC—Flex Choices                              | <input type="checkbox"/> Family Managed Respite/IFS-R |
| <input type="checkbox"/> Children's Personal Care Services (CPCS) | <input type="checkbox"/> CFC—Moderate Needs                            | <input type="checkbox"/> Attendant Services—GF        |
| <input type="checkbox"/> Choices for Care (CFC)                   | <input checked="" type="checkbox"/> Developmental Services (DS Waiver) | <input type="checkbox"/> Attendant Services—PDAC      |
|   |  | <input type="checkbox"/> Traumatic Brain Injury (TBI) |

Please Enter Pay Period Date Range: 4/9/17-4/22/17

| Date    | Start Time | A | P | End Time | A | P | Pay Rate | Service Code<br>(See Back for Codes) | # of Hours<br>Worked |
|---------|------------|---|---|----------|---|---|----------|--------------------------------------|----------------------|
| 4/9/17  | 8:00       | X |   | 5:30     |   | X | 11.04    | D01                                  | 8.5                  |
| 4/10/17 | 8:00       | X |   | 5:30     |   | X | 12.50    | B01                                  | 8.5                  |
| 4/15/17 | 8:00       | X |   | 5:30     |   | X | 17.00    | C04                                  | 8.5                  |
| 4/20/17 | 8:00       | X |   | 8:00     | X |   | 168.00   | D02                                  | 24                   |

## Does the Employer Have to Factor in Overtime?

- Overtime is **complicated** and this is a hard question to answer
  - The new Federal Department of Labor law says that employees who work more than 40 hours in a workweek should be paid overtime wages ("time-and-a-half") unless they can be considered "exempt"
  - The employer has to decide if employees meet an exemption
  - ARIS Solutions and Designated Agency staff cannot decide—but we can try to help explain when someone falls into an exemption
- There are two main exemptions: "Companionship" and "Live-in Domestic Service Employee"
- There are resources to help make the decision:
  - <https://www.dol.gov/whd/homecare/individuals.htm>

# Overtime Exemptions: Companionship

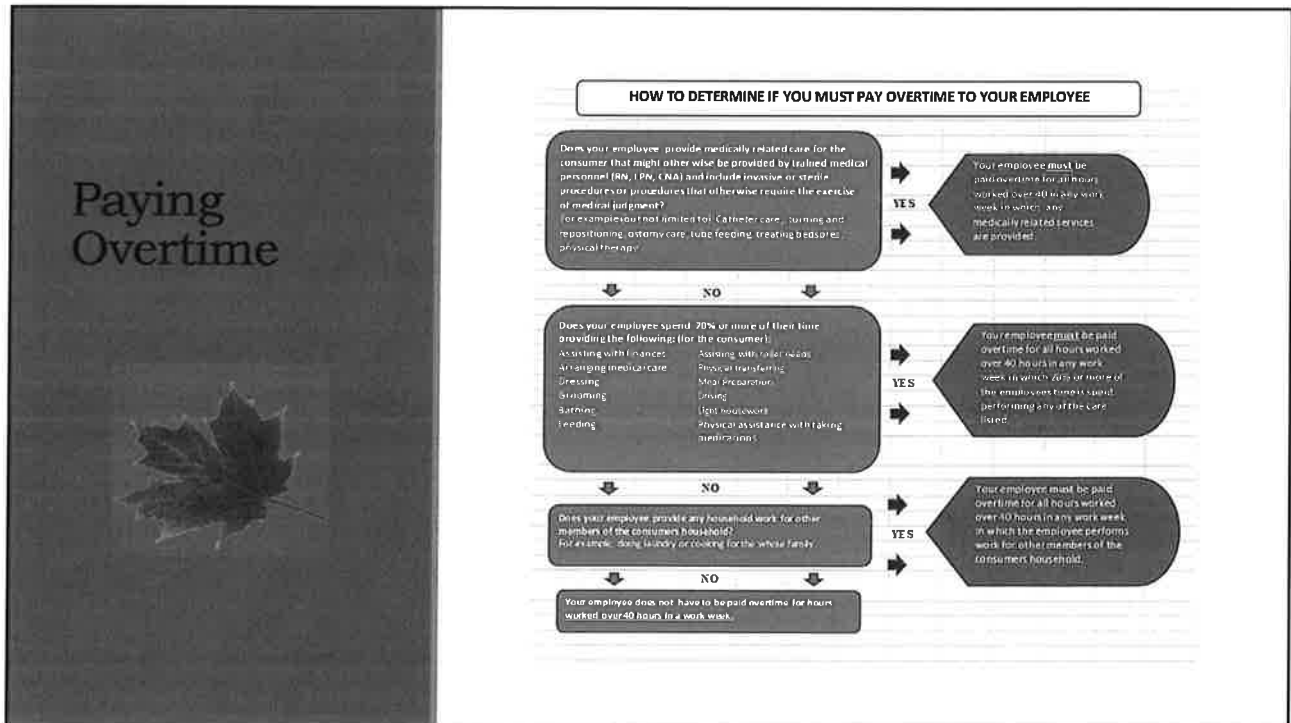
**Companionship Services:** “Means the provision of **fellowship and protection...**”

**Fellowship:** Engaging in social, physical and mental activities, like reading, games, taking walks, running errands, going to appointments, etc.,

**Protection:** Being present with the person in their home or the community to monitor their safety and well-being

**The Companionship Services exemption does not apply, if more than 20% of the time is spent providing personal care related support.**

Respite support—including overnight (24-hour/daily rate respite) *may* meet the companionship exemption



## Overtime and Budgets: One Consumer-One Wage Rate

When an employee provides care to one person and is paid only one wage, overtime is pretty straight forward

When an employee works more than 40 hours in a work week, every hour after the 40<sup>th</sup> hour must be paid at 1 ½ times the regular wage

Example: Week 1: **56 total hours provided**

- 40 hours paid at \$12/hour
    - **Total of \$543.84** deducted from budget
    - 13.3% employer tax rate
  - 16 hours paid at \$18/hour
    - **Total of \$326.31** deducted from budget
  - 56 hours “costs” \$870.15 from overall budget
- No overtime implications on Week 2

| Date      | Start Time | End Time | Total No. Hours | Service Code | Hourly Pay Rate |
|-----------|------------|----------|-----------------|--------------|-----------------|
| 7/3/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/4/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/5/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/6/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/7/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/8/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/9/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| Week 1    |            |          | 56              |              |                 |
|           |            |          |                 |              |                 |
| Date      | Start Time | End Time | Total No. Hours | Service Code | Hourly Pay Rate |
| 7/10/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/11/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/12/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/13/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/14/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/15/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/16/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| Week 2    |            |          | 7               |              |                 |

## Overtime and Budgets: One Consumer-Multiple Wages

Changing the variables makes overtime more complicated

Overtime is based on a weighted average of the time spent working at each rate.

Example: Week 1—56 total hours provided

- ~ 29% of hours (or 16 hours) paid at \$22.00/hour
- ~71% of hours (or 40 hours) paid at \$12.00/hour
- 16 hours of overtime paid at \$22.35 per hour
  - $(.71 * \$18/hr) + (.29 * \$33/hr) = \$22.35$
  - Total overtime payment to employee is **\$357.60**
  - **Total cost from budget \$405.17**
    - \$280.48 from Respite (D01)
    - \$114.56 from Employment (C04)

| Date      | Start Time | End Time | Total No. Hours | Service Code | Hourly Pay Rate |
|-----------|------------|----------|-----------------|--------------|-----------------|
| 7/3/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/4/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/5/2016  | 12P        | 8P       |                 | 8 C04        | \$22.00         |
| 7/6/2016  | 12P        | 8P       |                 | 8 C04        | \$22.00         |
| 7/7/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/8/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| 7/9/2016  | 12P        | 8P       |                 | 8 D01        | \$12.00         |
| Week 1    |            |          | 56              |              |                 |
|           |            |          |                 |              |                 |
| Date      | Start Time | End Time | Total No. Hours | Service Code | Hourly Pay Rate |
| 7/10/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/11/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/12/2016 | 12P        | 1P       |                 | 1 C04        | \$22.00         |
| 7/13/2016 | 12P        | 1P       |                 | 1 C04        | \$22.00         |
| 7/14/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/15/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| 7/16/2016 | 12P        | 1P       |                 | 1 D01        | \$12.00         |
| Week 2    |            |          | 7               |              |                 |

# Managing the Budget: What is a Budget Made of?

Building a Budget starts with the ISA process

Decisions about what the Individual's needs are—and the dollar-value assigned to these needs—are made based on the State of Vermont, Department of Disabilities, Aging and Independent Living

- Included in the value of any services authorized are cost for **employer taxes:**
  - Employer Tax Rates Vary by Program
  - 13.3% **Adult Family Care-Respite**
  - 12.4% **Children's Personal Care Services**
  - 10.4% **Developmental Disabilities Services and Family Managed Respite**
- Made up of:
  - Social Security Tax: 6.2%
  - Medicare Tax: 1.45%
  - Unemployment Insurance and Workers' Compensation Insurance Costs:
    - 5.65% AFC-R
    - 4.75% CPCS
    - **2.75%** DDS and FMR

Employer Taxes are **separate** of Employee withholdings

- Employee withholdings do not come out of the budget

# Additional Tools to Manage the Budget

The employer can also create simple tools to help determine the maximum number of hours that they can get from a budget, if they know what wage they want to pay:

|                                   |              |
|-----------------------------------|--------------|
| Starting Balance                  | \$5,000.00   |
| Wage Paid to Employee             | \$16.00/hour |
| Tax (10.4%)                       | \$1.67       |
| Total Cost Per Unit (to Budget)   | \$17.67      |
| Maximum Number of Units (at Rate) | 283          |

Or, if they know how many hours/units they want to try to get from the time period, they can use a similar tool to try to figure out the maximum wage that they can pay:

|                                    |          |
|------------------------------------|----------|
| Starting Balance                   | \$5,000  |
| Desired Number of Hours            | 400      |
| Total Funding Available/Hour       | \$12.500 |
| Employer Tax                       | 10.4%    |
| Est. Maximum Wage Employer Can Pay | \$11.20  |





## Contact us—F/EA Customer Service

Telephone:

- (802) 295-1658
- (800) 798-1658
- Monday-Friday: 8:00 a.m.-4:00 p.m.

Email:

- [financial@arissolutions.org](mailto:financial@arissolutions.org)
  - For general correspondence
- [aritime@arissolutions.org](mailto:aritime@arissolutions.org)
  - To submit timesheets

Fax:

- (802) 295-0663
  - For general correspondence
- (888) 604-0361
  - To submit timesheets