

March 17, 2022

<Provider Name>
<Provider Address 1>
<City> <State> zipcode5-zipcode4

Dear Home Help Agency Provider:

RE: Guide to Distributing and Documenting Mandated Home Help Agency Caregiver Pay
Increases

The Michigan Department of Health and Human Services (MDHHS) must verify that Home Help agency providers properly distribute the COVID-19 Premium Pay and fiscal year (FY) 22 Provider Pay Increase to their agency caregivers. The MDHHS Home Help Policy Section achieves this goal during its audits. Home Help agency providers have asked how to properly distribute and document the mandated agency caregiver pay increases. The attached Payroll Report Examples address the most common questions MDHHS receives. Please review the guide to ensure your agency is meeting MDHHS requirements.

If you have questions or need additional help with distributing and documenting the COVID-19 Premium Pay and FY22 Provider Pay Increase, please contact Provider Support at 1-800-979-4662 or MDHHS-MSA-HHProviderReporting@Michigan.gov.

An electronic version of this document is available at www.michigan.gov/medicaidproviders
>> Policy, Letters & Forms.

Sincerely,



Kate Massey, Director
Health and Aging Services Administration

Attachment

Payroll Reports Examples

The Michigan Department of Health and Human Services (MDHHS) will conduct audits of Home Help agency providers to verify that COVID-19 Premium Pay and the FY22 Provider Payment Increase were both properly distributed to agency caregivers. Agency providers will be asked to provide four payroll reports, one from each period indicated below:

- March 2020 to verify the caregiver's base hourly wage.
- April 1, 2020, through February 28, 2021, to verify distribution of the \$2.00 Covid-19 Premium Pay.
- March 1, 2021, through September 30, 2021, to verify distribution of the \$2.25 Covid-19 Premium Pay.
- October 1, 2021, through September 30, 2022, to verify distribution of the \$2.35 FY22 Provider Payment Increase.

The Home Help Policy Section will designate the required months for each period.

Notes:

- The COVID-19 Premium Pay and the FY22 Provider Payment Increase should be paid in addition to the regular wage but cannot be less than the wage being received by, or the starting wage offered to, a qualified agency caregiver on March 1, 2020.
- If your agency is not able to provide any of the required payroll reports, please contact us at MDHHS-MSA-HHProviderReporting@michigan.gov or through the Provider Support Line at 1-800-979-4662 to discuss why the documents cannot be provided and to discuss whether alternative documentation would be acceptable.

The next page has several examples of how to display COVID-19 Premium Pay and the FY22 Provider Payment Increase on the Payroll reports.

Example 1

ABC Family

Page 1

Payroll Register Report

Employee Name	Employee ID	Date	Check Number	Net
Duck, Donald For 12/1/2020 to 12/31/2020	108	1/15/2021	Check # 111	Net 483.58
Type Pay	Rate	Hours	Wages	Type Deduction
Regular Pay	11.00	40.28	443.08	Social Security
Covid Pay	2.00	40.28	80.56	Medicare
Total Wages			523.64	Total Deductions
				40.06
Duck, Daisy For 12/1/2020 to 12/31/2020	104	1/15/2021	Check # 222	Net 1330.87
Type Pay	Rate	Hours	Wages	Type Deduction
Regular Pay	11.00	114.52	1259.72	Federal W/H
Covid Pay	2.00	114.52	229.04	Social Security
Total Wages			1488.76	Medicare
				Total Deductions
				157.89

NOTE: This example clearly displays the rate of pay, the hours worked,

Example 2

Pay Period: 5/1/2020 – 5/31/2020	TOTAL AMOUNT	Donald Duck	Minnie Mouse	Daisy Duck	Mickey Mouse
EMPLOYEES WAGES, TAXES & ADJUSTMENTS					
Gross Pay					
Regular	\$38,936.76	\$277.20	\$401.10	\$406.35	\$805.00
Premium COVID-19	\$6,012.14	\$52.80	\$76.40	\$77.40	\$161.00
Total Gross Pay	\$44,948.90	\$330.00	\$477.50	\$483.75	\$966.00
Adjusted Gross Pay	\$44,948.90	\$330.00	\$477.50	\$483.75	\$966.00
Taxes Withheld:					
Social Security	-\$2,786.87	-\$20.46	-\$29.61	-\$29.99	-\$59.90
Medicare	-\$651.77	-\$4.79	-\$6.92	-\$7.01	-\$14.00
Employer Pays:					
MI State Unemployment Insurance (UIA)	-\$303.33	-\$4.62	-\$6.69	-\$6.77	-\$13.52

Note: If this method is used, we will require additional documents to verify the hours worked and rate the caregivers are earning. Those documents are:

- Pay stubs that displays the caregiver's rate and hours worked for the period requested or,
- Earning statements that displays caregiver's rate and hours worked for the period requested or,
- A document detailing the caregiver's base hourly wage and hours worked for the period requested or,
- A time sheet along with the caregiver's base hourly wage showing hours worked.

L Letters sent to Providers detailing Premium Pay and FY22 Provider Payment Increase:

- L 20-27 COVID-19 Response: Premium Pay
- L 20-42 COVID-19 Response: Premium Pay
- L 20-67 COVID-19 Response: Premium Pay
- L 21-02 COVID-19 Response: Premium Pay
- L 21-27 COVID-19 Premium Pay Extended Through September 30, 2021: Agency Providers
- L 21-74 Fiscal Year (FY) 2022 Home Help Agency Caregiver Wage Increase