

Mommy's Little Girl LLC
FAIR AND ACCURATE BILLING POLICY

EDIT 33
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1. Employee shall not work more than **40** (forty) hours in a week without written permission from Jack. If a PCA is working for more than one MLG client he/she must count hours for all MLG clients. Employees may not work more than 12 hours per day or more than 12 continuous hours in any 24 hour span. After 12 hours they must take 8 hours off. Employees may not work more than 310 hours per month counting the time with a MLG client and including the time with another Agency's client. The employee shall not be paid for the extra hours if they exceed the 16 hours per day or more than 16 hours in any 24 hour span or 310 hours per month. If doing over night the Employee shall not be paid when sleeping unless approved by the MLG. MLG's pay period is from Sunday to Saturday. MLG does not pay Holiday Pay.
2. Employees may only submit time cards that reflect hours actually worked and use time cards provided by the Agency;
3. Employees will only be paid for time cards that are signed by the recipient or responsible party;
4. No employee shall be paid for time where the recipient is in a hospital, nursing home, or other out of home placement, all PCA time must be in the recipient home or where normal activities in the community. No PCA time may be done in the PCA's home unless the Client lives with the PCA. A PCA may not do home maintenance or chore services. A PCA may go with the parent(s) when taking a recipient under 18 to medical appointments. PCA is not allowed to care for other adults or children while doing PCA time. Recipients under 18 do not get IADL's unless in the PHN assessment.
5. Any payments made to an employee for time submitted while a recipient is in a hospital, nursing home, or other out of home placement facility shall be treated as overpayments and shall be recovered from the employee per State and/or Federal law.
6. Any payments made to an employee where it is later determined that the employee submitted time in excess of 16 hours per day or 310 hours per month shall be treated as overpayments and shall be recovered from the employee in per State and/or Federal law.
7. The Agency shall notify recipient/responsible party when there is a gap in a recipient's health insurance. Recipient/responsible party must inform pca of the gap and be responsible for payment to pca.
8. No employee shall be paid for time where there is a gap in a recipient's health insurance coverage without the written permission of the Agency.
9. Any payments made to an employee for time submitted after a recipient has exhausted his or her PCA approved units shall be treated as overpayments and shall be recovered from the employee in accordance with State and/or Federal law.
10. Employees may only begin providing services after receiving the express permission of the Agency in writing. Recipients may not alter the decision of the Agency regarding any employee's start date. No employee shall be paid for services provided without the express written permission of the Agency.
11. Employees may not work more hours per day than a recipient is authorized to receive without the express written permission of the recipient or the Agency.
12. The Agency shall notify employees when a recipient has exhausted their PCA approved units.
13. No employee shall be paid for time where the recipient has exhausted his or her PCA approved units.
14. Any payments made to an employee for time submitted after a recipient has exhausted his or her PCA approved units shall be treated as overpayments and shall be recovered from the employee in accordance with State and/or Federal law.
15. Time sheets should be mailed by the following Monday. Checks will be mailed every other Wednesday, for those picking up checks they will be put in the mail box by 4:00 P.M.
16. There will be a charge of \$5.00 for reprint of paystubs with a minimum charge of \$20.00.
17. Failure to follow DHS rules with the scheduled RN supervision visits to write a new Care Plan within 7 days of start of new service agreement will **result in NO PCA working until the Care Plan visit is completed.**
18. Failure to turn in time sheets on time, return phone calls, text messages, emails or letters in a timely fashion will result in a pay reduction to the PCA.

19. Mommy's Little Girl allows the PCA to work for any recipient or any agency once they leave as a PCA for Mommy's Little Girl. Mommy's Little Girl will not take any action preventing the PCA from doing this regardless of any prior agreements.
20. If a Client's status becomes **ineligible, or inactive** per the DHS web site; MLG shall notify the Client/Responsible Party. Generally, the status will become ineligible or inactive due to Client/Responsible Party not turning in paperwork in a timely fashion. MLG will **NOT** be responsible for paying the PCA but it will be the responsibility of the Client and or Responsible Party to pay the PCA. It is importance for the Client/Responsible Party to stay current with their paperwork. Generally, the status will go retroactive to the first of the month if the paperwork is completed and then MLG can pay the PCA
21. By signing the time sheet as a Responsible Party for the Recipient you agree to the following responsibilities;
- 1 Attend assessments for PCA services for the recipient to help the recipient make informed choices.
 - 2 Determine if the recipient's health and safety are assured with the current PCA services.
 - 3 Help develop the PCA care plan with the qualified professional.
 - 4 Actively participate in planning and direction of PCA services.
 - 5 Sign the PCA time sheets after services are provided to verify the services.
 - 6 Monitor the PCA weekly to ensure the care plan is followed and the care outcomes are met as describe below.
 - 7 Be assessable to the recipient and PCA when services are provided as described below.

A Responsible Party must be (1) at least 18 years of age, (2) not the owner or manager of the PCA provider agency, (3) not a personal care assistant for this recipient, (4) not the qualified professional for this receipt,(5) not a staff member of the PCA provider agency or I am related to this receipt by blood, marriage or adoption.

22. I have read, signed and initialed the 11 activities that the DHS **DOES NOT** allow a PCA to do.

23. TRANSPORTATION OF RECIPIENTS; MLG's company policy regarding transportation is that PCAs should not transport clients in personal vehicles for insurance liability reasons. PCAs should contact their personal insurance agent. MLG is not liable for any loss, damage, costs or expenses incurred by clients or PCAs due to MLG PCAs transporting clients or by PCAs traveling in client vehicles. Alternative transportation should be taken. Some options are Trailblazer Transit, Public Transportation, Private Taxi Service

24. MLG has the Department of Labor Sick and Safe Time (ESST) on our Web Site. The PCA should read the Policy to know what is expected of MLG and the PCA.

25. MLG requires the PCA to use the EVV time sheets with the Care Tap system.

Note: It is a federal crime to provide false information on PCA billings for Medical Assistance Payment. Providing false information on PCA billings may also result in your termination.

Print Name _____ Sign _____ Date _____