



Bruce Rauner, Governor

James T. Dimas, Secretary

Division of Rehabilitation Services

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June 9, 2017

Dear Home Services Program Individual Provider:

Effective July 1, 2017, the Illinois Department of Human Services, Division of Rehabilitation Services (DHS-DRS), Home Services Program (HSP) will implement a revised HSP Individual Provider (IP) Payroll Schedule.

Service Employees International Union's (SEIU) Collective Bargaining Agreement stipulation under Article X. Payroll/Withholding, Section 1. Timely Payment states, ... "Personal Assistants must submit their timesheets within five (5) state workdays after the end of the pay-period, or within the dates on the published payroll calendar, whichever is later, in order to ensure timely payment."

The revised HSP IP Payroll Schedule will begin with the July 1-15, 2017 pay-period. Individual Providers will have **five (5) state workdays after the end of each pay-period** to submit their timesheet to their respective DRS local office to ensure timely payment. Timesheet due-dates are listed on the attached HSP IP Payroll schedule.

For example: For pay-period July 1-15, 2017, you must submit your timesheet to your local DHS-DRS office no later than July 21 to be processed for payment on August 11, 2017. Timesheet submitted after July 21, will be processed for payment and paid on the next available pay date.

Individual Providers will continue to be paid on a semi-monthly basis and on the pay-dates listed on the schedule. An Individual Provider's failure to submit timesheets by the listed due date may result in payment delay and receipt of notice on non-compliance action.

PLEASE REMEMBER:

1. The revised HSP IP Payroll Schedule begins with the July 1-15, 2017 pay-period.
2. It is important to take note of the new timesheet due dates and pay-dates.
3. The timesheet must be completed accurately and signed by the Customer and the Individual Provider before submitting for payment.
4. Individual Providers must call in and out of the Electronic Visit Verification (EVV) system and record the exact time from the EVV system on the timesheet.

To inquire when a timesheet is processed for payment, please call the Provider Assistance Line at 1-800-804-3833 and TTY users may call 1-877-434-1082. If you have additional questions after contacting the Provider Assistance Line, please call your local DHS-DRS office for assistance.

Thank you,
IDHS/Division of Rehabilitation Services
Home Services Program

Home Services Program Individual Provider Payroll Schedule 2017

**Please Note the changes in Time Sheet Due Dates and Pay Dates starting
July 1-15, 2017 pay-period.*

Pay Period	Time Sheets Due	Pay Date
Jul 1-15	Jul 16-21	Aug 11
Jul 16-31	Aug 1-7	Aug 28
Aug 1-15	Aug 16-22	Sep 13
Aug 16-31	Sep 1-8	Sep 28
Sep 1-15	Sep 16-22	Oct 13
Sep 16-30	Oct 1- 6	Oct 27
Oct 1-15	Oct 16-20	Nov 13
Oct 16-31	Nov 1-7	Nov 28
Nov 1-15	Nov 16-22	Dec 13
Nov 16-30	Dec 1-7	Dec 21
Dec 1-15	Dec 16-22	Jan 12, 2018
Dec 16-31	Jan 1-8, 2018	Jan 26, 2018

**Provider Assistance Line:
1-800-804-3833/1-877-434-1082 (TTY)**