

Work Week Limit (WWL) Reminders



WORK WEEK LIMIT (WWL) OVERVIEW

- Your WWL is the total number of service hours you can provide in a work week (Sunday through Saturday)
- Standard is forty (40) service hours per week
- You may not work more than 40 hours per week unless approved by CDWA
- It is your responsibility to balance your Client-assigned hours within your approved WWL
- Service hours count toward WWL, and include time spent providing:
 - ◆ Personal care
 - ◆ Relief Care
 - ◆ Skills Acquisition Training
 - ◆ Respite Services
- Administrative time, travel time and required training do NOT count toward your WWL
- If you have worked all the hours in your work week and need to stay with the Client, follow these steps:
 - ◆ Stay with Client until the situation is stable and safe
 - ◆ If it requires Emergency Medical Services, contact 9-1-1
 - ◆ Assist your Client in arranging back up assistance
 - ◆ End your workday as soon as it safe to do so
 - ◆ Contact CDWA as soon as possible, or at least by the next business day, to report the situation

SCHEDULING

- Clients set work schedules based upon their approved hours and tasks
- You must work with the Client for any schedule changes, not CDWA
- You must notify your Client if you are unable to work
- Not showing up or being late for work may result in your Client terminating your employment
- Both you and the Client are responsible for monitoring hours and ensuring the Client's monthly approved hours are not exceeded
- It is your responsibility to balance the number of hours assigned to you by each Client within the WWL assigned to you
- Clients assign hours to their IPs, and you will be able to see the type of service and hours authorized for you in the DirectMyCare (DMC) web portal
- Your training authorizations will also appear in the DMC web portal
- Clients are encouraged to create backup plans with their Case Managers, and the Client should use this plan if their IP cannot work regularly scheduled hours
- The Client should review their backup plan with you
- Unapproved overtime (OT) is not a viable backup plan
- For instructional videos on the DMC web portal, please go to: <https://www.ConsumerDirectWA.com/IP-Resources/>

TEMPORARY WORK WEEK LIMITS (WWL)

- You may work in excess of 40 hours per week if you are granted a higher WWL to support Client health and safety needs, including:
 - ◆ Workforce shortages
 - ◆ Client health and safety needs
 - ◆ Client risk of institutionalization
- Requests should be made directly to CDWA Service Coordinators by you or your Client
- If you exceed your approved temporary WWL, you may be subject to disciplinary action, up to and including termination

PERMANENT WORK WEEK LIMITS (WWL)

- In accordance with RCW 74.39A.525(4)(a), CDWA may permit you to work in excess of 40 hours per week, when established by DSHS.
- Permanent WWLs exist for the life of the IP career and are verified with DSHS data
- If you exceed your approved permanent WWL, you may be subject to disciplinary action, up to and including termination

Have questions? Please Contact us today!



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How can you find out more about the CDE?

Find more information about the CDE and CDWA at www.ConsumerDirectWA.com

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