

Instructions for Participants Who Employ the Same CSW Using Multiple Rates for the Same Support Code

- Column A: Write only **one** service in each box.
 - Our example: The participant receives personal assistance at home (second box), personal assistance in the community (third box), and companionship services at night (fourth box). All of these services are considered to be Personal Support Services.
 - Our sample participant wants to pay different rates for the Personal Support Services, depending on when and where they occur.

- Column B: Check the **one** support code that best describes the service listed in the corresponding Column A.
 - Support codes that are for the same service at a different wage are shown as modified with a number.
 - Our example: Personal assistance (PSS) matches the service of “Personal assistance at home.”
 - Personal assistance, second rate of pay (PS2) matches the service of “Personal assistance in the community.”
 - Personal assistance, third rate of pay (PS3) matches the service of “Companionship services at night.”
 - Each code can have no more than three digits.

- Column C: Write how many hours a year of the service listed in Column A the participant expects to use.
 - Our example: The community support worker (CSW) will provide ten hours a week of transportation to and from work for the participant and the participant will take two weeks of vacation each year. Therefore, the CSW will provide 500 hours of rides a year. (50 weeks x 10 hours/per week = 500 hours.) 500 hours is listed in the first box in Column C.

- Column D: Write the hourly wage the CSW will be paid for the service listed in column A.

Note: Only write the CSW’s hourly wage, **do not** include employer taxes or other costs. Some employees might be exempt from minimum wage law. It is the employer’s responsibility to make sure the employee is exempt if the employer is paying less than minimum wage (\$6.55/hr). See attached instructions.

 - Our example: The employer will pay the CSW \$6.55 an hour for providing the service listed in Column A. The amount of \$6.55 is put in the first box in Column D.

- Column E: Write the total annual cost for the service listed in Column A (Column C x Column D).

- Our example: The CSW will provide 500 hours of transportation at the wage of \$6.55 an hour. The total annual cost for this service is \$3,275.00.