

Information Memorandum Transmittal Aging and People with Disabilities



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Issue date: 10/7/2020

UPDATED

Topic: Long Term Care

Due date:

Subject: Carewell SEIU 503 CARES PTO benefit - Expanded Leave Benefit

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CMHP case managers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The Department of Human Services, the Oregon Health Authority and the Oregon Home Care Commission signed a Letter of Agreement with SEIU to collaboratively work to implement and make available the Families First Coronavirus Response Act (HR 6201) CARES Act for homecare and personal support workers and personal care attendants. This Federal expanded leave benefit is available to workers that must take leave for reasons specific to COVID-19 from June 1, 2020 through December 31, 2020.

The Oregon Homecare Workers Benefits Trust also known as Carewell SEIU 503 Benefits has implemented a temporary CARES Act benefit. The name of this new expanded leave is **Carewell SEIU 503 CARES PTO benefit**.

Carewell SEIU 503 has mailed a letter and Frequently Asked Questions (FAQ) document to workers who may qualify for the Carewell SEIU 503 CARES PTO benefit. For more information, please review the attached worker letter and Frequently Asked Questions (FAQ) document.

Workers must request this new benefit directly through the Carewell SEIU 503 Benefits.

Local offices who receive questions from workers should refer workers to the Carewell SEIU 503 CARES PTO website: <https://www.carewellseiu503.org/>.

The website includes the following:

- Online application
- Eligibility information
- FAQ

Workers can choose to call for assistance at **1-844-503-7348**. Workers who contact the OHCC Customer Relations team will receive the same information.

If you have any questions about this information, contact:

Contact(s): Jenny Cokeley or Hani Ghamrawi	
Phone: Jenny: 503-378-8190; Hani:503-373-0335	Fax:
Email: Jenny.e.cokeley@dhsoha.state.or.us; Hani.I.Ghamrawi@dhsoha.state.or.us	



Dear care provider,

If you have lost covered work hours because of COVID-19, you may be eligible for a new temporary Paid Time Off (PTO) benefit called the CARES PTO benefit.

Through the Carewell SEIU 503 CARES PTO benefit, you can receive up to 80 hours of paid time off benefits if you lost hours between June 1, 2020-December 31, 2020 for one of the following reasons:

1. You had a confirmed case of COVID-19;
2. You were advised by a qualified medical professional to self-quarantine due to potential exposure to COVID-19;
3. You have symptoms of COVID-19 and are actively seeking a medical diagnosis by a qualified medical professional.
4. You are providing care for an individual, who you are legally responsible for or live with, and who is subject to a quarantine or isolation order by a qualified medical professional; and/or
5. You are caring for a child who you are legally responsible for whose school or childcare facility has been closed due to COVID-19 precautions and no other qualified individuals are available to care for your child(ren).

To apply for CARES PTO benefits, visit [CarewellSEIU503.org](https://www.CarewellSEIU503.org)

If you do not have internet access, call 1-844-503-7348.

If you lost covered work hours for one of more of these reasons, you can claim a maximum of either 80 hours or 40 hours, depending on how many covered hours you worked in the three-month period before you lost hours.

- **If you worked 80 or more covered hours** in any one of the three months leading up to the month that you lost covered hours for one of the above reasons, you will be eligible for up to 80 hours of CARES PTO benefit.
- **If you worked 40-79 covered hours** in one of the three months leading up to the month that you lost covered hours for one of the above reasons, you will be eligible for up to 40 hours of CARES PTO benefit. If you worked fewer than 40 covered hours in each of the three months prior to the month you lost covered hours, you are not eligible for the benefit.

To be eligible for this benefit, you must also have a Form W-9 on file with the Benefits Administrative Office.

For more information, see the materials enclosed with this letter or visit [CarewellSEIU503.org](https://www.CarewellSEIU503.org), where you can also apply for Carewell SEIU 503 CARES PTO benefits.

CARES-001



Carewell SEIU 503 is the family of training and benefits hardwon by SEIU 503 homecare and personal support providers to enhance their lives. Delivered clearly, easily and reliably, these benefits offer the stability, health, skills and training workers deserve.

All benefits are delivered by RISE Partnership, a worker-centered benefit support service.



Oregon Homecare Workers Benefit Trust

Summary of Material Modifications regarding CARES Act Temporary Paid Time Off Benefit

This document describes certain changes to the Benefit Booklet of the Oregon Homecare Workers Benefit Trust (“Benefit Trust”), also known as your Carewell SEIU 503 Benefits. Please read this summary carefully, and keep it with your Benefit Booklet.

CARES Act Temporary Expanded PTO Benefit

The Trustees of the Benefit Trust have approved a temporary expanded paid time off (“PTO”) benefit to participants who meet the eligibility criteria described below. This expanded benefit, referred to as the Carewell SEIU 503 CARES PTO benefit, is in addition to the Hardship PTO benefit for lost hours during the period of March 10-May 16, 2020 and the regular PTO benefit available under the Benefit Trust. The CARES PTO benefit is available for a qualified loss of covered hours between June 1, 2020 and December 31, 2020.

Eligibility

To be eligible for the Carewell SEIU 503 CARES PTO benefit, you must: (a) have experienced a loss of covered work hours between June 1, 2020 and December 31, 2020 for one or more of the following reasons; and (b) complete an application and sign a form attesting to your eligibility based on one of the below reasons:

1. You had a confirmed case of COVID-19;
2. You were advised by a qualified medical professional to self-quarantine due to potential exposure to COVID-19;
3. You have symptoms of COVID-19 and are actively seeking a medical diagnosis by a qualified medical professional.
4. You are providing care for an individual, who you are legally responsible for or live with, and who is subject to a quarantine or isolation order by a qualified medical professional; and/or
5. You are caring for a child who you are legally responsible for whose school or childcare facility has been closed due to COVID-19 precautions and no other qualified individuals are available to care for your child(ren).

If you meet the above eligibility criteria, you can find the application form and attestation form for this CARES Act Temporary PTO Benefit at CarewellSEIU503.org.

Benefit Description

The Carewell SEIU 503 CARES PTO benefit provides a maximum of 80 hours of PTO Benefits for eligible Benefit Trust participants, as follows:

- Up to 40 hours of PTO benefit: If you worked 40-79 bargaining unit hours in at least one of the last three months and you meet at least one of the eligibility criteria described above, you are eligible to receive up to 40 hours of CARES Act PTO benefits.
- Up to 80 hours of PTO benefit: If you worked 80 or more bargaining unit hours in at least one of the last three months and you meet at least one of the eligibility criteria described above, you are eligible to receive up to 80 hours of CARES Act PTO benefits.

Benefit payments may be requested in multiple increments, with the total not to exceed 80 hours as described above.

More Information or Questions

If you have any questions about benefits that you may be eligible to receive through the Oregon Homecare Workers Benefit Trust you can visit CarewellSEIU503.org or call 1-844-503-7348.

Frequently Asked Questions

How do I know if I'm eligible for Carewell SEIU 503 CARES PTO benefits?

To be eligible for this benefit, you must:

1. Have a W-9 on file with the Benefits Administrative Office;
2. Have lost covered work hours between June 1-December 31, 2020 because of one of the five reasons listed below; and
3. Have worked at least 40 covered hours in one of the three months preceding the month that you lost covered hours.

To be eligible, you must have lost covered work hours between June 1, 2020-December 31, 2020 for one of the following 5 reasons:

1. You had a confirmed case of COVID-19;
2. You were advised by a qualified medical professional to self-quarantine due to potential exposure to COVID;
3. You have symptoms of COVID-19 and are actively seeking a medical diagnosis by a qualified medical professional.
4. You are providing care for an individual, who you are legally responsible for or live with, and who is subject to a quarantine or isolation order by a qualified medical professional; and/or
5. You are caring for a child who you are legally responsible for whose school or child-care facility has been closed due to COVID-19 precautions and no other qualified individuals are available to care for your child(ren).

What are "covered hours?"

Covered hours (also known as bargaining unit hours) are the hours that you work for your consumer, that are paid by DHS and/or PPL on behalf of your consumer.

How many PTO benefit hours am I eligible for?

It depends on how many covered hours you worked in the three-month period immediately before the month when you lost covered hours.

If you worked 80 or more covered hours in one of the three months leading up to the month that you lost covered hours for one of the above-described reasons, you will be eligible for up to 80 hours of CARES PTO benefits.

If you worked 40-79 covered hours in one of the three months leading up to the month that you lost covered hours for one of the above-described reasons, you will be eligible for up to 40 hours of CARES PTO benefits.

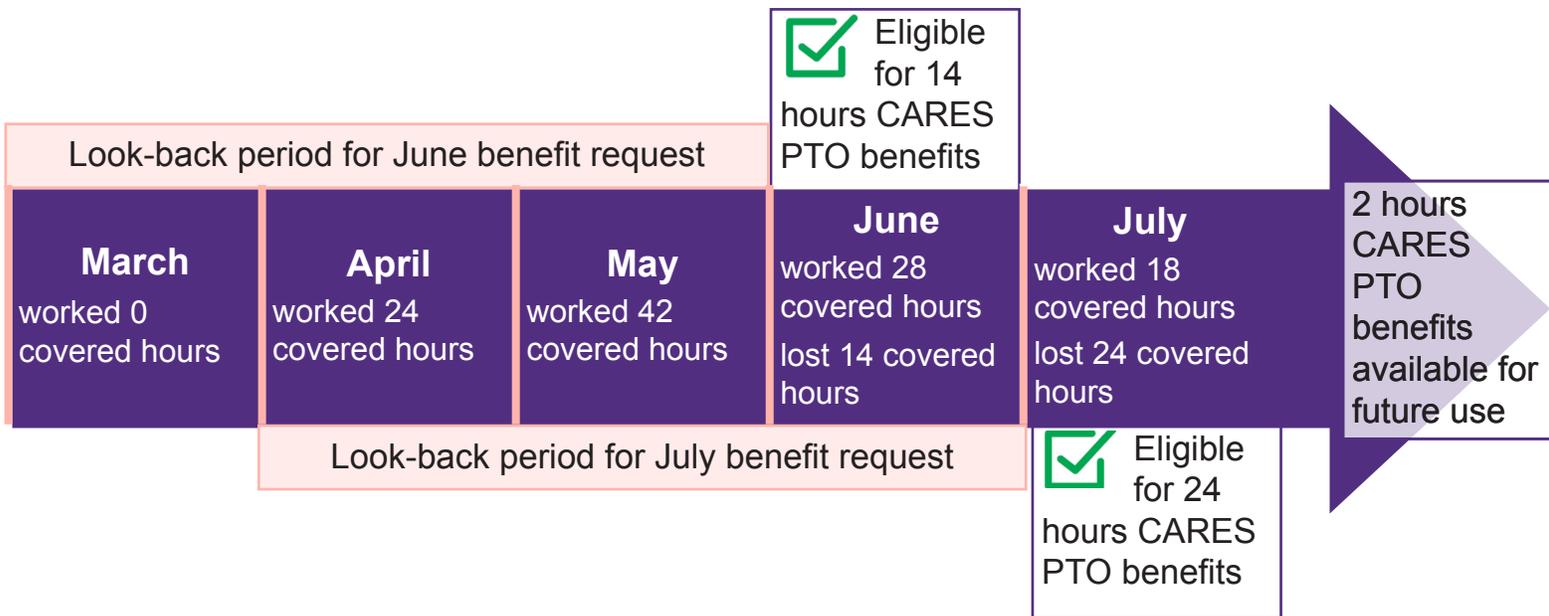
So, for example, if you lost 60 hours of covered work in July 2020 because of one of the 5 eligible reasons, and you worked 80 covered hours in either April, May, or June, 2020, you would be eligible for 60 hours of CARES PTO benefits.

As another example, if you lost 80 covered hours in July 2020 because of one of the 5 eligible reasons, and worked between 40-79 covered hours in April, May, or June, 2020, you would be eligible for 40 hours of CARES PTO benefits.



Example

Anna lost 14 hours of work in June 2020 because her doctor told her to quarantine due to COVID-19. Because she worked 42 hours in May, Anna qualifies for up to 40 hours of Carewell SEIU 503 CARES PTO and can claim all 14 hours lost in June.



Anna had to keep isolating in July and lost another 24 hours of work that month. Thanks to her work hours in May, she's eligible for up to 40 hours of Carewell SEIU 503 CARES PTO. She already claimed 14 hours in June, and still qualifies up to 26 hours. Anna can claim all 24 hours lost in July.

Am I eligible for this benefit if I had COVID-19 symptoms and I made the decision to stay home from work?

No. To be eligible, a qualified medical professional or Oregon Health Authority Contact Tracer must have told you to self-quarantine. If you decided on your own to self-quarantine without a medical professional's order or advice, you would not qualify for this benefit.

Am I eligible for this benefit if my child's care provider was open/available but I made the decision to keep them home because of concerns about COVID-19?

No. To be eligible, you must have no adequate child care available to you. If you decided on your own to keep your child home without a medical professional's order or advice, you would not qualify for this benefit.

What if my consumer is high risk and declining work hours?

To be eligible for this benefit in this case, you must have lost hours because your consumer was told to self-quarantine by a medical professional. You would not be eligible for this benefit if your consumer made the decision on their own to self-isolate.

Can I apply for the Carewell SEIU 503 CARES PTO benefit more than once?

Yes! You can apply for the benefit for any month when you meet the criteria listed above, but the maximum number of CARES PTO benefit to which you are entitled is 40 or 80, depending on the number of covered hours you worked in the preceding months.



How many CARES PTO benefit hours can I claim if I file more than one request?

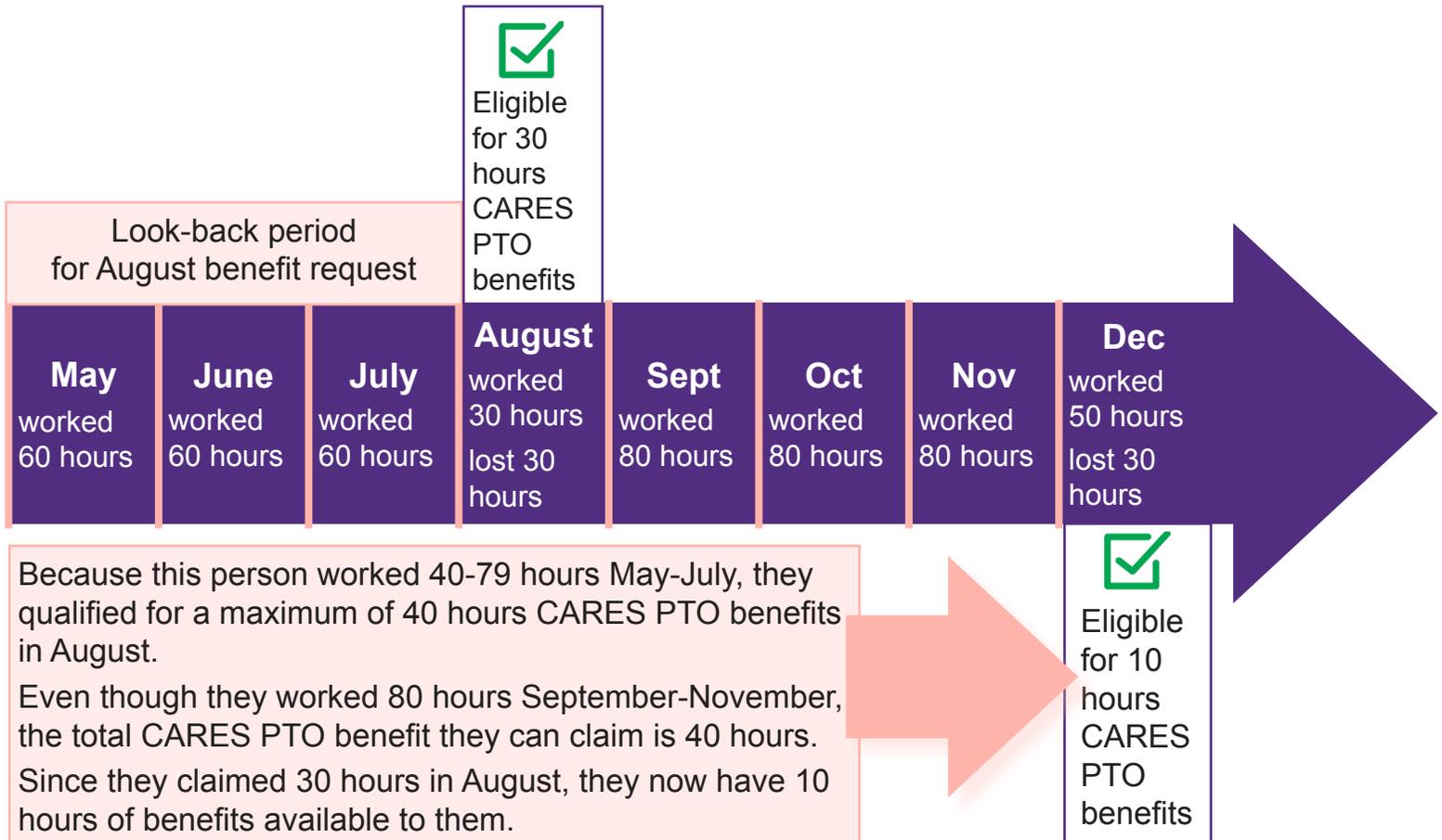
If you file more than one claim for CARES PTO benefits, you are eligible for up to the maximum number of hours you qualified for in the first claim but have not yet received.

So, for example, let's say you worked 60 covered hours in May, June, and July, then lost 30 hours in August because of one of the 5 eligible reasons. Because of the work hours requirement, you would be eligible for a maximum of 40 hours of CARES PTO benefits. In your August claim, you could apply for up to 30 hours (the total number of hours you lost that month).

In this example, if you need to file a claim in the future, you would have a maximum of 10 hours available for you to use—even if you worked 80 hours in September, October, and November. Since in your first claim (in August), you were eligible for a maximum of 40 hours, that is the total number of hours you'll be eligible for over the course of this benefit.

Another example is if you worked 80 hours in May, and 40 hours in June and July, then lost 60 hours in August because of one of the 5 eligible reasons. Because of the work hours requirement, you would be eligible for a total maximum of 80 hours CARES PTO. In your August claim, you could apply for 60 hours (the total number of hours you lost that month), and have a remaining 20 hours for you to use in the future, if needed (and if you meet the hours requirement again).

Example



What is a qualified medical professional?

A qualified medical professional is a medical care provider who is licensed and trained to provide medical services. This includes physicians, physician assistants, nurse practitioners, and registered nurses. For the purposes of this benefit, Contact Tracers working with local public health authorities—like the Oregon Health Authority—are considered qualified professionals.

What is a “qualified individual” when it comes to child care?

A qualified individual is a licensed or unlicensed adult who you trust to provide safe care for your child. This could include your child’s school, their regular care provider, a licensed care center, or a family member.

How much will I get paid?

The CARES PTO benefit is calculated the same way your Paid Time Off is normally calculated. Your PTO benefits are determined based on your wages earned in the first month you became eligible -- in this case, as early as April 2020. For most care providers, this was \$15.00 per hour.

If I claim Carewell SEIU 503 CARES PTO benefits, can I still claim other kinds of PTO benefits (like regular PTO or the Hardship PTO benefits available earlier this year)?

Yes! You can apply for the benefit for any month when you meet the criteria listed above, but the maximum number of CARES PTO benefit to which you are entitled is 40 or 80, depending on

the number of covered hours you worked in the preceding months. For information on all PTO benefits, visit [CarewellSEIU503.org](https://www.CarewellSEIU503.org).

What documentation do I need to send in to prove that I lost hours because of one of the five eligibility criteria?

You do not need to send in any extra documentation. You just need to attest to (in other words, swear to) the fact that you lost covered work hours for the reason that you checked on your benefit request form. Your loss of covered hours will then be verified by the Benefits Administrative Office and the Oregon Home Care Commission by reviewing your timecard/voucher.

What if the Benefits Administrative Office and Oregon Home Care Commission don’t verify my lost covered hours?

If either the covered hours that you worked or the covered hours that you missed can’t be verified, staff from the Benefits Administrative Office will contact you to try and resolve the discrepancy. If lost covered hours can’t be accounted for, the benefit recipient may be responsible for paying the benefit back.

How do I apply for Carewell SEIU 503 CARES PTO benefits?

Visit our website, [CarewellSEIU503.org](https://www.CarewellSEIU503.org). If you do not have access to the internet, call 1-844-503-7348.

Phone 1-844-503-7348 • CarewellSEIU503Benefits@RISEpartnership.com • [Carewellseiu503.org](https://www.Carewellseiu503.org)



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