



# Oregon

Kate Brown, Governor

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Dear Employer of a Personal Support Worker:

On September 1, 2015, Office of Developmental Disabilities Services (ODDS) will make a change we would like to share with you. This change may affect how services are provided to people served by a Personal Support Worker (PSW). You are receiving this letter because you are the Employer of Record for a PSW.

## **PSW Hours Limit**

ODDS will begin a new policy to limit the number of hours a PSW will be able to work for one individual. This policy does not affect the services provided by in-home agency providers.

Individual Support Plans (ISPs) written or renewed after September 1, 2015, will not allow any PSW to work more than 50 hours per week for one individual. This policy will be applied to PSWs working more than 50 hours per week when the individual's ISP is renewed.

This policy change will not affect individuals that receive less than 50 hours per week of support; Or, PSWs that work less than 50 hours per week, per individual.

This policy will not change the hours authorized in the ISP for the person served. If your PSW is working more than 50 hours per week, you may need to hire more PSWs or use an in-home agency provider to meet your needs. Your Service Coordinator (SC) or Personal Agent (PA) can help you explore all options when your ISP is being completed, renewed, or revised.

To assure needs are appropriately met, ODDS has established exception criteria for situations where a PSW may need to work more than 50 hours per week. Please continue to work with your SC or PA to address any questions or concerns you may have.