

Managing Scheduling and Spending

When you self-direct, you are the boss of your workers! As the boss, you will be able to decide your workers' schedules.

This means you can choose what days your worker will work and what times they will start and stop working. This flexibility is one of the main benefits of self-direction.

The number of hours you plan for your workers will depend on how much service you have been approved for. In some states, you can also choose how much your worker is paid per hour, although this is not the case in every state.

It is very important that you only schedule your workers for hours that you can pay them for. For example, if you are authorized to receive 12 hours of personal care per week, you should not schedule or ask your workers to work more than 12 hours total in that week. If you ask your workers to work more than what you can pay them for, this can create problems for you and your workers.



If you have questions about scheduling, your Financial Management Services (FMS) entity and case manager can help. Below are some examples you may want to ask to see what is available in your program.

Can I decide how much my worker makes?

In some states, you can decide how much to pay your workers. In these cases, you will be authorized a budget. A budget is a fixed amount of money to be spent over a time period, and you can spend up to that amount on services.

If you are deciding how much to pay, it can be helpful to think through how many hours of service you think you need each week. For example, if you need 10 hours of service a week and have a weekly budget of \$200 to spend, your worker cannot cost you more than \$20 per hour.

If you decide to pay a higher hourly rate, it may be easier to find workers. On the other hand, paying a higher rate means that you will receive fewer hours of service. If you pay a lower rate, it could be harder to find workers, but you will be able to receive more hours of service.

Your FMS entity will help make sure the rate of pay you choose will not cause your budget to run out too early.

What do I need to know about overtime?

If a worker works more than 40 hours per week, you usually must pay overtime—which is “time and a half” for every hour over 40 worked. For example, if your worker usually makes \$12 per hour, you must pay them \$18 per hour anytime you schedule them to work overtime.

If your worker works overtime, you will receive fewer hours of service because each overtime hour costs more. In some states, your workers will not be allowed to work any overtime. Your case manager can give you more information about overtime rules in your state.

Are there different rules if my worker lives with me?

In some states, workers who live with you do not have the same overtime rules as other workers. If your worker lives with you or they spend at least 5 days per week living with you, they may not be required to receive overtime if they work more than 40 hours in a week. You can still choose to pay overtime to a live-in worker, but you may not have to.

Each state has its own rules about live-in workers. Your FMS entity will make sure you are following the rules.