

Dear Resource Parents and CWS Respite Providers,

Thank you for all that you do supporting children and youth in foster care. In an effort to build collaborative partnerships with resource families and continuously improve the quality of the CWS Respite Support Services Program, we want to inform you of some significant changes being made to the program. These changes will go into effect on September 10, 2021.

Health and Human Services Agency (HHS) is contracting with Payday HCM, a third-party Payroll Services Company, to issue payroll payments to our CWS Respite Providers. Contracting with Payday HCM will result in changes in how respite providers document services they provided and when payments are issued. Additionally, Resource Parents will be provided respite hours monthly instead of quarterly.

Completing a W-2

CWS Respite Providers will move from an Independent Contractor status to an employee tax status. This process entails:

- Completing new tax forms in order to receive an IRS Form W-2
- Amending tax forms from May 2020 through December 2020, which may require amending your 2020 Federal and State income tax returns.
- Completing IRS Form W-4, Employee's Withholding Certificate and California Form DE 4, Employee's Withholding Allowance Certificate

We understand that completing new tax forms and amending 2020 Federal and State income tax returns may have a significant impact on our providers. To assist with these changes, HHS has secured a tax preparer to provide tax preparation services at no costs to help our providers with re-filing their 2020 Federal and State income tax returns.

Claims, Rates, and Respite Hours

Respite claims will be submitted on a daily basis electronically through a web-based program that can be accessed by a computer or a mobile device that will enable providers to receive biweekly payments.

- As of September 6, 2021, an online-recorded training will be available via the CWS Respite website, and accessible now by this attached link below:

[Payday HCM Tutorial for CWS Respite Providers](#)

Starting on September 10, 2021, the basic rate of pay will increase \$1.00 per hour for providers, to align with the California minimum wage requirement.

Resource parents will receive 34 hours of respite per month instead of 100 hours per quarter.

Thank you for your services and dedication in supporting children, youth, and families. It is our intent that the upcoming changes to the program will improve the timeliness of payments and customer service.

If you have additional questions, please contact the CWS Respite team at CWSRespite.HHSA@sdcounty.ca.gov or (858) 285-7437/285-7438.

Information regarding the respite program can also be found on the County of San Diego website at [CWS Respite Services](#).

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Respite Coordination Team
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