

COMMUNITY CHOICES WAIVER PROGRAM

TEMPORARY EMPLOYEE WAGE CHANGE FORM

The Community Choices Waiver program currently caps wages paid to individuals employed under the participant-directed service option at \$12.00 per hour. In response to the Coronavirus Disease 2019 (COVID-19) public health emergency, the Division has temporarily raised the maximum wage to \$13.62 per hour. This wage cap increase will remain in effect until further notice from the Division and grants participants (or designated employers of record) the option to offer employees a temporary hazard/retention pay differential.

Employer Instructions: To temporarily increase employee wages, complete and submit this form to the participant’s case manager in order to manager to request a modification to the service plan and to adjust the participant-directed budget amount. Upon service plan modification, the participant’s case manager must upload the form into the case management information system and forward it to Wyoming ACES\$ for processing.

Wage modifications must be received by Wyoming ACES\$ five (5) business days prior to the start of a pay period to be effective for that pay period. Any revisions received later than five (5) business days prior will not be effective until the following pay period. Use the “Cost to You Worksheet” to calculate the employer cost and impact a selected wage would have on your budget.

Participant Name: _____ **Employer Name:** _____

Employee Name: _____ **Employee SSN:** _____ - _____ - _____

Effective Date: _____ 1st 16th _____
Month Year

Service Name	Minimum Wage	Maximum Wage	Employee Wage	Per
Personal Support Services	\$10.00	\$13.62	\$	Hour

Employer Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____