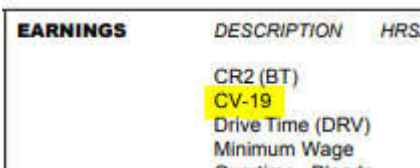


## FAQs - Gap Payroll Funding EDD Reporting Guidelines

Based on the questions that have been submitted to the Risk Management email inbox we are providing this FAQ sheet to address the most common inquiries. We will provide updated FAQs as they become necessary.

1. **How do we report Gap Payroll Funding when reporting to EDD?:** Gap Payroll funding, whether from the SSG/STAR of CA, the Regional Center process, or the most recent School District Gap Payroll funding paid on 4/22/20, is considered “Wage Continuation Pay” under **Other Income** and recipients should report these earnings by clicking “Yes” under weekly reporting. Please see Appendix A at the end of this FAQ for more details.
  - a. When you report your hours worked for a week, for example the week ending 4/25/20, you would report whatever you actually worked under Question 1, “Did you work this week?” Yes/No.
  - b. Under question 2, “Did you receive any other type of income...?” you’d select **Yes** if you received any Gap Payroll funding in that week and report the dollar amount you received under Paycode CV19 on your paycheck stub.

i. 

EARNINGS	DESCRIPTION	HRS
	CR2 (BT)	
	CV-19	
	Drive Time (DRV)	
	Minimum Wage	

- c. During non-payroll weeks, such as the week ending 5/2/20, you won’t report any Other Income, and only report income received as a result of hours worked.
2. **Does receiving Gap Payroll funding affect how much Unemployment I will collect?:** Yes, any income received, either through hours worked or Gap Payroll funding, affects how much Unemployment benefit amount you are eligible to receive.
3. **Can I opt out of Gap Payroll Funding?:** No, Gap Payroll funding from the School Districts or the Regional Centers are designed to allow the service providers for those funding sources to retain staff in emergency situations such as the current pandemic. Unemployment Insurance benefits are designed to be the income source of “last resort”. You may still be eligible for some Unemployment benefit for a week in which you had few Regular Earnings from hours worked, and only a small amount of Gap Payroll funding from Regional Centers or School Districts. You should report all earnings you receive each week and allow the EDD reporting system to determine your eligibility for Unemployment assistance.
4. **Will Gap Payroll funding continue or is it one-time?** The Gap Payroll funding, either from Regional Center or School Districts, is designed to continue throughout the school closure or Shelter in Place orders. Once things return to normal, clients can be seen as per their prior contract and schedule, and as a result, there won’t be a need for Gap Funding. However, Please be advised that gap payroll funding support from either the Regional Centers or School Districts are subject to change if their payment commitments change.



5. **If I am seeing my client in their home or via Telehealth instead of at their school, how does that affect my Gap Payroll Funding?** Gap Funding is to make up the difference between any delivered services to the client, and the contracted hours for the client. If a client is normally seen 6 hours per day, 5 days a week in the School setting, and we are now delivering 3 hours twice a week either in-person or via Telehealth, then the Gap Funding would be billed and paid for the remainder of the weekly contracted hours, or 24 hours.
6. **If I sub on an INSURANCE case, will that reduce my eligibility for School Gap Payroll funding?** No, Insurance case hours, whether regularly scheduled or subbing, will not reduce the Gap Payroll funding hours you are eligible for.
7. **What if I chose not to deliver services in the home for a school contract that allows it?** Any delivered service hours on a School contract, either via in-person or via Telehealth, will reduce the Gap hours for that period. If you chose not to deliver those and someone else subbed for you with that client, then the Gap Funding hours will be reduced, but you would still be eligible for the remainder of those contracted hours if you were the primary DI or SUP service provider scheduled before the COVID-19 crisis.
8. **Why isn't my school included in the Gap Payroll Funding?** We have been and continue to be in contact with all School Districts regarding continuation of funding during this crisis. We continue to get updates on schools committing to that Gap Funding and will make all staff aware of additions to the Appendix A list of participating schools that was sent out on 4/19/20 as they become available.
9. **Will I still receive the Federal \$600 additional unemployment funds?** Yes, as long as you qualify for even \$1 of State granted unemployment funds, you will automatically qualify and be paid for the \$600 additional Federal COVID special unemployment funds.
10. **What about my Health & wellness benefits?** No one's eligibility will change as a result of reduction of hours during the COVID-19 crisis, and therefore, your enrollment in our benefits programs prior to this crisis will remain in-tact. However, if you have Employee Benefit Premiums due in conjunction with your enrollment in our benefit programs, you will still be responsible for paying those regular payroll deduction amounts.
  - a. If your Payroll earnings are insufficient during any payroll period to pay for your Employee share of benefit premiums, the Benefits Department will reach out to you to arrange for payment of your premium amounts outside of the payroll process.
    - i. Employees can pay by Check or Credit/Debit card.

## Appendix A

Week 1: 03/29/2020 - 04/04/2020

You indicated in question 6 that you worked or earned money this week, whether you were paid or not.

1. \*Did you work this week? Select yes, if you worked and have already been paid, or will be paid one of the following types of payment:

Yes  No

- Answer YES if you worked hours either Billable or Non-Billable

- Answer NO if you did not work any hours for the reporting period, even though you may have received Gap Payroll Funding.

- Regular Earnings including In-Home Support Services
- Regular and Banquet Tips
- Commissions
- Military Reserves/National Guard Duty including Weekend/Annual Duty
- Self-Employment or Independent Contract Work Pay
- Meals and Lodging Provided in Exchange for Work
- Stipend
- Corporate or Union Officer
- Picket Duty Pay
- Piece Rate

2. \*Did you receive any other type of income such as the following?

Yes  No

- Answer YES if you received Gap Payroll funding under the CV19 paycode on your Paycheck stub during the reporting period week.

- Answer NO if you did not receive any Gap Payroll funding for the reporting period week.

- Pension
- Residual Pay or Holding Fees
- Severance or Employment Separation Pay
- Vacation or Hiatus Pay
- Jury Duty
- Sick Leave Pay
- Holiday Pay
- Workers' Compensation
- Wage Continuation Pay For Gap Payroll Funding reporting
- Bonus
- In Lieu of Notice Pay
- WARN Pay
- Witness Fees not including Mileage Reimbursement
- Back Pay Award
- Incentive Pay
- Idle Time/Show Up or Stand-by Pay
- Royalties
- Supplemental Unemployment Benefits
- Script Option Payment
- Retirement Funds Disbursement (401k, etc) Lump Sum
- Profit Sharing
- Strike Benefits