



ELITE CHOICE

FISCAL INTERMEDIARY FOR CDPAP

4/3/2020

Dear Valued Consumer,

The health and safety of our consumers and personal assistance and our ability to provide the FI services to support your personal care needs remain our top priorities. We are writing to you to continue to provide you with constant updates on the evolving situation with the Coronavirus and its effect on NYS. Community-wide transmission of COVID-19 continues to escalate and therefore we are notifying you of some changes.

Federal and State Law Changes that effect those and or their family who are sicken has or in quarantined due to the virus. The federal law excludes us by category and therefore we are going to be focused on the law changes that are in effect from NY State. Elite has determined that we will be assuming the category of a large employer despite the lack of clarity surrounding our classification, we take this position in abundance of caution and to provide the PA's the better outcome of this undetermined classification.

On March 18 Governor Cuomo signed into law sick pay that took effect immediately. It should be noted that based on the classification above we are considering ourselves to be a large employer with more than 100 employees and therefore we will be complying to provide quarantined or isolated employees with at least 14 days of paid sick leave during any mandatory or precautionary order of quarantine or isolation due to COVID-19. This is above and beyond any previously available benefit of paid time off. However, in order to qualify for this benefit, it should be noted that one must meet the criteria as outlined below.

Employees who are under a "mandatory or precautionary order of quarantine or isolation are those employees who have been quarantined or isolated as a result of an order issued by the state of New York, the department of health, the local board of health, or any other government entity authorized to issue such an order due to COVID-19"

This information is available on the NYS website at the link below.

*This new law also provides benefits in cases where an individual is **under an order of quarantine** – either mandatory or precautionary. Entities that may issue an "order" include the State of New York, New York State Department of Health, local Board of Health or any government entity authorized to issue such order. This law also provides additional provisions such as job security and added benefits such as Paid Family Leave. The Company will comply with all of it as we always do. The Company will be providing additional information when it becomes available.*

<https://www.governor.ny.gov/paid-sick-leave-covid-19-impacted-new-yorkers/emergency-covid-19-paid-sick-leave>





Should you be told by a physician or even if you are following the guidance that has been made public by the government entity it still isn't sufficient for us to authorize this new benefit, we will need to be presented an "order" as outlined above. In essence all those that don't meet the above criteria will continue to have benefits available as it has been available until the law was signed.

We also want to again encourage all consumers as we did in the previous letters the importance of PA screening prior to them arriving at your home and or providing services. In a DOH memo dated 3/22 the DOH writes to Home Health Care agencies (not FI's or Consumer, but non the less a good guide for consumers to follow) the "Department is recommending that home care staff use the CDC guidance for health care and self-monitor for fever by taking their temperature twice a day and remain alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

It is also important to stay in constant communication with us if there is any change in PA availability or in hours or services. Some of the Insurance companies are requiring that we communicate this information to them as soon as possible and we therefore request that that you let us know in a timely basis. We also want to assure you that should you need to bring on additional PA's so that you can continue to stay safe in the community we are here to facilitate that as best as we can. It is also important to note that nothing has changed in our policy in regard to paying the PA's we will continue to be responsible for payment only for those hours that are authorized by the insurance company. **Any and all other services that are being provided are solely the responsibility of the Consumer and or the Designated Representative.**

Despite our longstanding policy to accept only paper time sheets so that we can verify its authenticity and assure the highest standards of compliance. We have instituted an exception until the state of emergency is lifted so that we can avoid unnecessary travel. We have instituted a fax and email line to submit timesheets. The time sheets can be emailed to ts@elitefi.com or faxed to 718-925-2143. Please make sure you keep each original submitted to us as we reserve the right to request them for further evaluation.

There has also been some confusion about the Federal Government announcement that a stimulus check will be given to them. Please note these checks are being processed by the IRS and not the employer. The IRS on its main website has a dedicated page describing what needs to be done in order to get the stimulus checks.

We also want to bring to your attention of that the Department of Health has made available guidance and protocols for essential personnel to return to work following Covid-19 exposure. While this guidance may not be directly written to CDPAP, we want to make this guidance available to you so that you may consider it in the event that you are faced with this situation.

https://coronavirus.health.ny.gov/system/files/documents/2020/04/doh_covid19_essentialpersonnelreturntowork_rev2_033120.pdf





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In light of the outbreak that is currently affecting the region and the shortage of staff we have extended the availability of all PTOs that have been accrued and have been due to expire on 3/31/20 to remain available until 9/30/20. Should you have any questions about this feel free to reach out to our payroll department during normal business hours.

Please note that this information is being made available to your Personal Assistance as well in an effort to deliver the most accurate and timely information on your behalf. Should you have any further question please don't hesitate to reach out to us anytime, we are here to help in any way that we can.

Sincerely,

Elite Choice, Management

