



OPERATIONAL MEMO

TITLE:	COVID-19 COMMUNICATION FOR CDASS PARTICIPANTS REGARDING SICK TIME
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	APRIL 16, 2020
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	PARTICIPANT DIRECTED PROGRAMS
KEY WORDS:	COVID-19, CDASS, SICK TIME
OPERATIONAL MEMO NUMBER: HCPF OM 20-047	
ISSUE DATE: APRIL 23, 2020	
APPROVED BY: BONNIE SILVA	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform Consumer Directed Attendant Support Services (CDASS) participants and Case Management Agencies (CMAs) of temporary changes to allow payments for sick time during the COVID-19 pandemic.

Effective April 16, 2020:

1. CDASS Participants or Authorized Representatives (AR) may request sick time for their attendant by completing the Temporary Sick Time Request (attached).
2. The Participant or AR must submit the Temporary Sick Time Request to the FMS vendor prior to the end of the payroll cycle.
3. FMS vendors will process sick time requests using the member's current allocation; requests may not exceed the 129.99% cap. If a member does not have sufficient reserves, the request will be denied. All authorized sick time will come from the participants current allocation; no increase in services will be authorized for sick time provided to an attendant.
4. The Participant or AR will work with the FMS vendor to enter and approve time.

5. The FMS Vendor will process payroll according to standard practice.

Attachment(s):

Temporary Sick Time Request

Department Contact:

HCPF_HCBS_Questions@state.co.us

Department COVID-19 Webpage:

<https://www.colorado.gov/pacific/hcpf/COVID>

For specific information, please call the CDPHE Call Center at 303-692-2700. For general questions about COVID-19: Call CO-Help at 303-389-1687 or 1-877-462-2911 or email COHELP@RMPDC.org, for answers in English and Spanish (Español), Mandarin (普通), and more.