



## OPERATIONAL MEMO

---

<b>Title:</b> Home And Community-Based Services (HCBS) Base Wage Rate Increase and Compliance Process 2024	<b>Topic:</b> Direct Care Worker Base Wage Increase and Compliance
<b>Audience:</b> HCBS Wavier Providers	<b>Sub-Topic:</b> N/A
<b>Supersedes Number:</b> N/A	<b>Division:</b> Benefits & Services Management Division
<b>Effective Date:</b> July 1, 2024	<b>Office:</b> Office of Community Living
<b>Expiration Date:</b> June 30, 2025	<b>Program Area:</b> N/A
<b>Key Words:</b> Benefits And Services, Home and Community-Based Services, HCBS, CHRP, Rate Increase, Base Wage, Adult Day, Day Habilitation, SCC, CDASS, NMT, Supported Employment, Homemaker, Host Home, Group Home, Foster Care Home, IHSS, IRSS, Mentorship, Prevocational Services, Respite Care, Base Wage Attestation, Base Wage Reporting, Base Wage Compliance	
<b>Legal Authority:</b> 10 C.C.R. 2505-10 Section 8.511	
<b>Memo Author:</b> Heather Johnson	
<b>Operational Memo Number:</b> HCPF OM 24-021	
<b>Issue Date:</b> May 29, 2024	
<b>Approved By:</b> Colin Laughlin	

---

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 provide Home and Community-Based Services (HCBS) providers with the direct care worker (DCW) base wage increase information, process to demonstrate compliance with the wage increase, and the corrective action steps for those providers who do not meet the reporting deadline.

### Information:

Effective July 1, 2024, all impacted Direct Care Workers, employees or independent contractors, are required to be paid at a minimum the \$17.00 per hour base wage outside of Denver or \$18.29 within Denver in alignment with the Denver minimum wage increase. Additionally, Direct Care Workers, who are paid a per diem rate, must

have their rate increased by the same percentage of the rate increase as of July 1, 2024.

The services and waivers impacted by this requirement include:

- Adult Day Services - BI, CMHS, EBD, SCI
- Alternative Care Facility (ACF) - BI, CMHS
- Community Connector - CES, CHRP
- Consumer-Directed Attendant Support Services (CDASS) - BI, CMHS, EBD, SCI, SLS
- Foster Care Home - CHRP
- Group Home - CHRP
- Group Residential Support Services (GRSS) - DD
- Homemaker - CES, CMHS, EBD, SCI, SLS
- Homemaker Enhanced - CES, SLS
- Host Home (participants aged 18-20) - CHRP
- Individual Residential Support Services (IRSS) - DD
- In-Home Support Services (IHSS) - CHCBS, EBD, SCI
- Job Coaching - DD, SLS
- Job Development - DD, SLS
- Mentorship - SLS
- Personal Care - BI, CMHS, EBD, SCI, SLS
- Prevocational Services - DD, SLS
- Respite - BI, CES, CLLI, CHRP, CMHS, EBD, SCI, SLS
- Specialized Habilitation - DD, SLS
- Supported Community Connections - DD, SLS
- Supported Living Program - BI

Providers affected by the base wage and per diem increase requirements must complete a 2024 Wage Attestation Form and submit it to HCPF to report Direct Care Worker wages. Attestation forms must be submitted to HCPF\_basewage no later than August 30, 2024. CDASS Authorized Representatives and Employers of Record are exempt from attestation requirements.

**HCBS service providers that do not meet reporting or base wage requirements are subject to audit, corrective action, suspension of claims, and/or recoupment.** For non-compliant providers, the suspension of claim payments may be imposed as early as September 9, 2024. Once compliance is achieved, suspended payments will be released. Please note that audits initiated by HCPF are a separate process from the Wage Attestation Forms to collect supporting documentation to confirm the information submitted on the Wage Attestation Forms by providers.

**Action To Be Taken:**

Providers must increase impacted DCW wages to at least the new \$17.00/hour (\$18.29/hour in Denver) base wage by July 1, 2024. Providers must also increase per diem wages for impacted DCWs by the percent of HCPF's July 1, 2024, rate increase. Providers must keep detailed records that support their actions related to increasing DCW wages.

**Attachment(s):**

None

**HCPF Contact:**

The attestation forms can be found in the Workforce Development section of the Resources for HCBS Providers webpage on July 1, 2024.

If needed, please contact:

[HCPF\\_BaseWage@state.co.us](mailto:HCPF_BaseWage@state.co.us) for submitting the attestation form and for questions about the attestation form or reporting requirements.

[HCPF\\_HCBS\\_Questions@state.co.us](mailto:HCPF_HCBS_Questions@state.co.us) for questions about waiver services and rate increase.