

## Healthcare Worker Bonus Employee Inquiry Form Instructions

### **Section 1. Employee**

Complete all sections in Section 1: Employee Information.

For Additional Detail (including job duties), clearly outline the duties for each job title listed in Section 3: Employer Information.

### **Section 2. Preparer (If applicable)**

If you are not the employee but are completing on behalf of an employee, identify your contact information.

### **Section 3. Employer**

Please read the instructions and definitions provided below, and the identified program links before completing the form.

Complete this section for each vesting period applicable to the inquiry using the Add Employer/Vesting Period button. Failure to complete all fields may result in an inability to fully process the inquiry.

**Eligible employee:** Qualified employees must be "*front line health care and mental hygiene practitioners, technicians, assistants and aides that provide hands on health or care services to individuals*". An employee is only qualified if they work for a qualified employer (as described below) and under an [Eligible Worker Title](#) (as listed on the DOH website).

Employees must meet the following eligibility criteria:

- Qualified employees must continuously be employed by a qualified employer for the duration of at least one vesting period (see below)
- Qualified employees must have an employee title included on the list of [Eligible Worker Titles](#);
- Qualified employees must not exceed an annualized base salary (excluding any bonuses or overtime pay) of \$125,000, as evidenced by an Employee Attestation, which they must complete and return to their employer;
- Qualified employees can be full-time, part-time or temporary employees as well as independent contractors; and
- Qualified employees must not be suspended or excluded from the Medicaid program during the vesting period.

**Qualified Employer:** To be eligible for the healthcare worker bonus, you must be employed by a qualified employer. Qualified employers include certain providers with at least one employee, and that bill for services under the Medicaid state plan or a home or community-based services (HCBS) waiver, providers that have a provider agreement to bill for Medicaid services provided or arranged through a managed care organization or a managed long term care plan, and certain educational institutions and other funded programs. These include certain providers, facilities, pharmacies, and school-based health centers licensed under the state Public Health Law, Mental Hygiene Law, and Education Law, as well as certain programs funded by the Office of Mental Health (OMH), Office for the Aging, Office of Addiction Services and Supports (OASAS), and the Office for People with Developmental Disabilities (OPWDD).

**Please note:** if you are employed through a staffing arrangement to obtain workforce services

(Professional Employer Organizations and other third-parties), you should list your employer as the qualified employer, not the third-party entity.

**Employee Job Title:** You must list a title that is included in the list of eligible titles on this form, as posted on the Department of Health healthcare worker bonus website found [here](#).

Please note that titles included in the “All Other Health Care Support Workers” category only applies to workers who provide patient-facing care within a patient care unit of a hospital or other institutional medical setting in support of treating and caring for patients. These settings are limited to:

- Hospitals and Nursing Homes (Article 28 of Public Health Law)
- OMH Psychiatric Centers (Article 7 of Mental Hygiene Law)
- OASAS Addiction Treatment Centers (Article 19 of Mental Hygiene Law)
- Residential programs operated or certified by OPWDD, OMH, and OASAS (Articles 16, 31, and 32 of Mental Hygiene Law)
- Medicaid Assisted Living Programs (PHL Article 46-B)
- Hospice Residences (PHL Article 40)

**Employee Job Duties:** Provide a list of your duties that align with the title you selected in the “Employee Job Title” section if your official job title differs. The titles listed in the statute describe the role the worker served. If the role you serve is consistent with the definition of the job title, but your title is distinct from the official list, you may be eligible assuming all other requirements are met. The definition of each job title is available here under the “Occupation Keyword Search” found [here](#).

**How to calculate Employee’s Avg Hours per Vesting Period:** Calculate the total hours worked during the vesting period, including accruals (sick, vacation, or FMLA), and divide by 26 to calculate your average hours per week during the vesting period.

**How to calculate Employee’s Base Salary during a vesting period:**

Salaried Employees	Hourly Employees
<p><b>Method:</b> Base Salary = Annual Salary divided in half - any bonuses or overtime pay received in the vesting period</p> <p><b>Example:</b> Annual Salary = 50k. Employers should report Salary as 25k during 6-month vesting period.</p>	<p><b>Method:</b> Base Salary = [Hourly Wage * (Average Hours Worked in Vesting Period - Overtime Hours) * 26 weeks - any bonuses or overtime pay received in the vesting period]</p> <p><b>Example:</b> Earns \$25/Hour and worked 35 Hours per week excluding overtime over the six-month period = \$22,750 (25*35*26)</p>