



<First Name><Last Name>  
<Street Address>  
<City, state, zip>

< Insert mailing date>

Dear PCA,

We want to tell you about a **new update** to the PCA overtime requirements.

Since August, MassHealth has been working with PCA consumers and other stakeholders about managing PCA overtime. Based on the feedback we received, MassHealth has made important changes to the PCA overtime requirements. MassHealth is increasing the number of hours a PCA can work before an overtime approval is required to **50 hours per week**. Additionally, MassHealth has updated the consumer/employer overtime approval criteria.

This letter replaces information sent out in earlier letters and FAQs on PCA overtime management.

### **What changes have been made to PCA Overtime Management?**

The number of hours one PCA can work providing MassHealth PCA services without requiring overtime approval has increased to **50 hours each week**. The 50-hour limit applies whether the PCA works for one consumer, or for more than one consumer.

MassHealth has also developed new criteria to better reflect consumer/employer's needs in determining whether your consumer/employer will be approved to schedule an individual PCA to work more than 50 hours per week.

### **What do I have to do now?**

If you work more than 50 hours per week for one or more consumers, talk to your consumer/employer(s) about your work schedule to make sure you and your consumer/employer(s) comply with the new overtime policy, or please ask each consumer/employer to submit an overtime request form.

### **If you have questions**

You can contact your Fiscal Intermediary (FI) agency. Your FI will have all the latest information.

Sincerely,

MassHealth