



Advocates Incorporated

**Workforce Stabilization Incentives Distribution Plan**

4/8/2022

This plan details the four bonuses that have been identified by the Office for People with Developmental Disabilities (OPWDD) which have been or will be distributed to Advocates Direct Support Professionals (DSPs)/Mentors through Advocates payroll.

**1. COVID Service Bonus Payment**

<b>COVID Service Bonus Payment - OPWDD deadline</b>	OPWDD has not yet paid this to providers and has not yet determined a deadline for provider agencies to pay to DSPs. Advocates chose to pay our Direct Support Professionals (DSPs)/Mentors upfront.
<b>Date paid by Advocates</b>	<ul style="list-style-type: none"> <li>• <b>Advocates paid the COVID Service Bonus Payment on 12/10/2021 to eligible Direct Support Professionals (DSPs)/Mentors.</b></li> <li>• <b>Advocates has already paid all eligible staff the COVID Service Bonus Payment, no further payments will be made.</b></li> </ul>
<b>COVID Service Bonus Payment amount determined by OPWDD</b>	<p>COVID Service Bonus Payment amounts were determined by the average number of hours worked per week (between April 1-October 31, 2021) as follows:</p> <p><u>Average Hours Worked</u></p> <p>30-40 hours/week: \$1000</p> <p>20-29 hours/week: \$500</p> <p>Less than 20 hours/week: \$250</p>
<b>Eligible Direct Support Professionals determined by OPWDD: COVID Service Bonus Payment</b>	<ul style="list-style-type: none"> <li>• Direct Support Professionals working within Self-Hired Community Habilitation/Respite or Agency Supported Community Habilitation services</li> <li>• Must have worked 90 days during the period of March 17, 2020 – September 1, 2021</li> <li>• Must have been employed by Advocates on December 10, 2021</li> </ul>

## 2. Vaccination Incentive Bonus Payment

<b>Vaccination Incentive Bonus Payment – OPWDD deadline</b>	<p>OPWDD has not yet paid this to providers and has not determined a deadline to pay to DSPs. Advocates chose to pay our Direct Support Professionals (DSPs)/Mentors upfront.</p>
<b>Date paid by Advocates</b>	<ul style="list-style-type: none"> <li>• <b>Paid on 12/10/2021 to Direct Support Professionals (DSPs) who turned in proof of vaccination on or before 12/06/2021.</b></li> <li>• <b>Paid on 1/28/2022 to DSPs who submitted proof of vaccination to HR between 12/07/2021 - 01/14/2022.</b></li> <li>• <b>Advocates has already paid all eligible DSPs the OPWDD Vaccination Incentive Bonus Payment, no further payment will be made.</b></li> </ul>
<b>Vaccination Incentive Bonus payment amount determined by OPWDD</b>	<p>Vaccination Incentive Bonus Payment amounts were determined by the average number of hours worked per week (between April 1, 2021 - October 31, 2021) as follows:</p> <p><u>Average Hours Worked</u>  30-40 hours/week: \$500  20-29 hours/week: \$250  Less than 20 hours/week: \$125</p>
<b>Eligible Direct Support Professionals determined by OPWDD: Vaccination Incentive Bonus Payment</b>	<ul style="list-style-type: none"> <li>• Direct Support Professionals who work within Self-Hired Community Habilitation/Respite or Agency Supported Community Habilitation services</li> <li>• Must have received final COVID-19 Vaccination dose by January 14, 2022 with proof of vaccination submitted</li> <li>• Must have been employed by Advocates on December 10, 2021</li> </ul>

## 3. Longevity Bonus Payment

<b>Longevity Bonus Payment - OPWDD deadline</b>	<p>OPWDD requires this bonus payment be made on or before June 21, 2022.</p>
<b>Date to be paid by Advocates</b>	<p><b>Advocates will make this bonus payment to active and eligible Direct Support Professionals on April 22, 2022.</b></p>
<b>Longevity Bonus payment amount determined by OPWDD</b>	<ul style="list-style-type: none"> <li>• Advocates will receive funds from OPWDD equivalent to 20% of the wages paid to all eligible Direct Support Professionals in 2019.</li> <li>• As required by OPWDD, Advocates will spread this total amount out over all eligible Direct Support Professionals. Each eligible Direct Support Professional will receive their pro-rated share of the total amount split between all active, eligible DSPs. The amount is pro-rated based upon the wages earned by each active and eligible DSP. Wages earned are calculated based on the period of September 1, 2020 – August 31, 2021.</li> <li>• <b>Specific bonus payment amounts for eligible employees will be available in Paycom Employee Self-Service on April 22, 2022.</b></li> </ul>

<b>Eligible Direct Support Professionals determined by OPWDD: Longevity Bonus Payment</b>	<ul style="list-style-type: none"> <li>• Must be an Advocates employee who worked as a Direct Support Professional (Mentor) within Self-Hired Community Habilitation/Respite or Agency Supported Community Habilitation services during the period identified below.</li> <li>• Must have been employed as a Direct Support Professional by Advocates during the period of April 1, 2020 – March 31, 2021 and must have continued to be employed by Advocates through the first payroll that ended on or after September 1, 2021.</li> <li>• Must have earned wages through Advocates payroll between September 1, 2020 – August 31, 2021.</li> <li>• Must be employed by Advocates on April 22, 2022.</li> </ul>
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#### 4. Retention Bonus Payment

<b>Retention Bonus Payment - OPWDD deadline</b>	OPWDD requires this bonus payment be made on or before September 19, 2022.
<b>Date to be paid</b>	<b>Advocates will make this bonus payment to active and eligible Direct Support Professionals on July 1, 2022.</b>
<b>Bonus Payment amount determined by OPWDD</b>	<ul style="list-style-type: none"> <li>• Advocates will receive funds from OPWDD equivalent to 20% of the wages paid to all eligible Direct Support Professionals in 2019.</li> <li>• As required by OPWDD, Advocates will spread this total amount out over all eligible Direct Support Professionals. Each eligible Direct Support Professional will receive their pro-rated share of the total amount split between all active, eligible DSP. The amount is pro-rated based upon the wages earned by each active and eligible DSP. Wages earned are calculated based on the period of September 1, 2020 – August 31, 2021.</li> <li>• <b>Specific bonus payment amounts for eligible employees will be available in Paycom Employee Self-Service on July 1, 2022.</b></li> </ul>
<b>Eligible Direct Support Professionals determined by OPWDD: Retention Bonus Payment</b>	<ul style="list-style-type: none"> <li>• Must be an active Advocates employee who currently works as a Direct Support Professional (Mentor) within Self-Hired Community Habilitation/Respite or Agency Supported Community Habilitation services</li> <li>• Must have been employed by Advocates as a Direct Support Professional during the period of April 1, 2021 – March 31, 2022.</li> <li>• Must have earned wages through payroll as a Direct Support Professional between September 1, 2020 – August 31, 2021.</li> <li>• Must have worked at least one shift providing direct support on or after January 1, 2022.</li> <li>• Must be employed by Advocates as a Direct Support Professional on July 1, 2022.</li> </ul>

Please reach out to Human Resources with any questions - [HRsecure@advocatesincorporated.org](mailto:HRsecure@advocatesincorporated.org)

OPWDD Workforce Stabilization Initiative information: <https://opwdd.ny.gov/supporting-and-strengthening-direct-support-workforce>