

Instructions for Completing the IHSS Recipient Request for Assignment of Authorized Hours to Providers (SOC 838)

IHSS Recipients

1. Please assign hours to your provider(s) so that the hours assigned to all of your providers match **EXACTLY** to the total authorized monthly hours allotted to you.
2. Please complete a SOC 838 form(s) for **EACH** “Active” provider.
3. There are two ways to assign hours to your provider(s):
 - a.** You can assign all of your authorized hours/minutes to each provider. This will allow you to vary the hours each provider works on a monthly basis, without notifying the county. ***You will be responsible for managing the hours worked by the providers to ensure that the total hours of all your providers do not exceed your total monthly authorized hours.***

Example A

You are assigned 100:00 hours. You have two providers, Jane and John.

Complete two separate SOC 838 forms for Jane and John: (1) Enter 100:00 hours on Jane’s SOC 838 and (2) Enter 100:00 hours on John’s SOC 838.

OR

- b.** You can assign each provider a specific number of hours, when added together, match exactly to your total authorized hours/minutes per month.

Example B

You are assigned 100:00 hours. You have two providers, Jane and John. You assign 30:00 hours to Jane and 70:00 hours to John.

Complete two separate SOC 838 forms for Jane and John: (1) Enter 30:00 hours on Jane’s SOC 838 and (2) Enter 70:00 hours on John’s SOC 838.

4. In the “COUNTY USE ONLY” section, please indicate the Effective Date of the assigned monthly hours.
5. Please return the completed SOC 838 form(s) with the attached packet.
6. You may request additional SOC 838 forms by calling the Payroll Line at 510-577-1900, downloading on the website or picking up the forms in person at the IHSS office.
7. If you need to hire and enroll a new provider, you may request a new Provider Enrollment Packet by calling the Payroll Line at 510-577-1900, downloading the packet on the website or picking up an enrollment packet in person at the IHSS office.

For additional assistance, please call the IHSS Payroll Department at 510-577-1900. Thank you.