PUBLIC AUTHORITY
In-Home Supportive Services
San Diego County

WELCOME TO YOUR JOB AS AN IN-HOME SUPPORTIVE SERVICES (IHSS) INDIVIDUAL PROVIDER

This notice briefly describes benefits that may be available to you, and provides information about your income tax responsibilities. Please read this information carefully. Remember that your employer is the IHSS recipient that hired you, not the State of California, County of San Diego, or IHSS Public Authority.

Contact IHSS Public Authority whenever you have any questions about your paycheck or timesheet. Always submit your timesheet after you have worked the assigned hours, (not before), have your employer approve your timesheet. To avoid any delay in receiving your paycheck, always keep IHSS Public Authority notified of any change to your address and/or telephone number.

SOCIAL SECURITY

Social Security benefits may be available to individual providers who are 18 years old or older and not the parent or spouse of the employer/recipient. The benefits are available if you become totally disabled or retire and meet certain eligibility requirements. There is a deduction from your paycheck for Social Security (FICA). The benefits include monthly retirement or disability payments to you or your dependents. Contact your local Social Security Administration Office for information and/or to apply for Social Security benefits.

MEDICARE TAX

Medicare is the health and medical benefit received as part of the total Social Security benefits package. In the past, the Medicare tax deduction was a part of the Social Security (FICA) tax deduction. Federal law now requires that the tax and the amount deducted be reported separately. Questions regarding the Medicare tax can be directed to the Social Security Administration.

STATE DISABILITY INSURANCE (SDI)

State Disability Insurance (SDI) benefits may be available to you if you become disabled and are prevented from working your regular job. There is a deduction from your paycheck for SDI. State Disability Insurance benefits are available for a maximum of 52 weeks. Contact your local California Employment Development Department (EDD) office for information and/or to apply for State Disability Insurance.

If you are the parent, spouse, or child of the person you are providing services to, you may choose to participate in the SDI program by applying for Elective State Disability Insurance. The forms for Elective SDI coverage are available from the IHSS social worker and must be requested and signed by your employer. If you want this optional coverage, the cost will be deducted from your paycheck. All other Individual Providers are automatically covered for SDI if they have IHSS quarterly wages in excess of $1,150.

UNEMPLOYMENT INSURANCE (UI)

Unemployment Insurance (UI) benefits may be available to you if you are able and available to work, are **not** the parent or spouse of your employer/recipient, and you meet certain other eligibility requirements. There is no deduction from your paycheck for UI. Unemployment Insurance benefits are available for a maximum of 26 weeks. You should contact your local California Employment Development Department office for information and/or to apply for Unemployment Insurance.

WORKERS' COMPENSATION

Workers' Compensation benefits are available to you if you are injured on the job or become ill due to your job, and you meet certain eligibility requirements. There is no deduction from your paycheck for Workers' Compensation. If you are injured on the job, you should seek medical attention immediately and then notify IHSS Public Authority. Claim forms to apply for Workers' Compensation are available from IHSS Public Authority and are to be returned there, when completed. For more information about Workers' Compensation, you may call IHSS Public Authority at, (619) 731-3885.

INCOME TAX WITHHOLDING

You may request to have state and federal income tax withheld from your paycheck if you meet certain eligibility requirements. Income tax withholding for individual providers is strictly voluntary. **If you wish to have state and federal income tax withheld from your paycheck please complete the Income Tax Withholding Form (W-4) and mail it to IHSS Public Authority.** If you do not have state and/or federal income tax withheld from your paycheck, you are still required to file a tax return at the end of the year and possibly pay taxes on your earnings.

If you wish to have income tax withheld from your paycheck and you are employed by more than one IHSS recipient, you will need to complete and submit a separate W-4 form for each employer. Contact IHSS Public Authority if you require additional W-4s, need to change your withholding amounts, or want to determine the status of your withholding. Contact your local California Franchise Tax Board (FTB) office for information about state income tax withholding. Contact your local Internal Revenue Service (IRS) office for information about federal income tax withholding.

EARNED INCOME TAX CREDIT (EITC)

To learn about the Earned Income Tax Credit (EITC) and find out if you are eligible follow the link below to the EITC website.

https://www.irs.gov

If you are eligible for EITC you can choose to get the credit in advance with your pay instead of waiting until you file your tax return. Contact your local Internal Revenue Service office or your tax consultant for information about EITC.