

## 2023 HCBS WAIVER GRANT PLAN

Blue River Services, Inc. (Blue River) understands that clients want to build a relationship with staff providing services. The goal is to reward employees for beginning a career and remaining with Blue River.

### I. Eligible Departments

Blue River was awarded this opportunity to assist with employee retention and new hires for the following Waiver programs:

- Respite
- Residential habilitation and support
- Prevocational Services
- Day Habilitation
- Participant Assistance and Care
- Structured Family Caregiving

The grant requires that the funds only used for employees that provide Waiver services and cannot be shared with other Blue River departments.

### II. Distribution Plan

Blue River would use 95% of the funds as a retention bonus for staff that provides Waiver services to clients. This may include Managers and Coordinators who consistently provide direct care to the clients served. In order to be eligible for a payment, the employee must provide Waiver direct care and be a current employee at the time of the payout. Managers and Coordinators prior quarter will be reviewed to determine if they have consistently provided direct care during that quarter.

New employees hired between the most recent payment and the current payment will be eligible for a sign on bonus of the following:

- \$100 for sub employees
- \$200 for a part-time employee with scheduled hours 29 and below
- \$300 for a full-time employee with scheduled hours 30+

The sign on bonus will be paid with the next available retention bonus. New employees will also be eligible for the retention bonus at the time of payout.

The payment amount will be evenly distributed amongst eligible employees based on their FTE status of their last employment letter. FTE will be calculated based on 40 hours. Payment amounts will vary depending on number of new hires and number of FTE's for a grant cycle.

### III. Payment Schedule

- First Quarter Funds: February 24, 2023 and August 25, 2023
- Second Quarter Funds: April 21, 2023 and October 20, 2023
- Third Quarter Funds: June 30, 2023 and December 15, 2023

#### **IV. Communication**

- The Program Director/Manager will communicate to the eligible employees the retention bonus and sign on bonus.
- This plan will be posted on the Agency website for review.