

Symbol Key: ○ Pay Day △ Federal/State Holiday

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	△ 2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	○ 13	14	5	6	7	8	9	○ 10	11	5	6	7	8	9	○ 10	11
15	△ 16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	○ 27	28	19	△ 20	21	22	23	○ 24	25	19	20	21	22	23	○ 24	25
29	30	31					26	27	28					26	27	28	29	30	31	
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	○ 5	6					1	○ 2	3
2	3	4	5	6	○ 7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	○ 19	20	11	△ 12	13	14	15	○ 16	17
16	17	18	19	20	○ 21	22	21	22	23	24	25	26	27	18	△ 19	20	21	22	23	24
23	24	25	26	27	28	29	28	△ 29	30	31				25	26	27	28	29	○ 30	
30																				
JULY							AUGUST							SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	△ 4	5	6	7	8	6	7	8	9	10	○ 11	12	3	△ 4	5	6	7	○ 8	9
9	10	11	12	13	○ 14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	○ 25	26	17	18	19	20	21	○ 22	23
23	24	25	26	27	○ 28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	○ 6	7				1	2	○ 3	4						○ 1	2
8	△ 9	10	11	12	13	14	5	6	7	8	9	△ 10	11	3	4	5	6	7	8	9
15	16	17	18	19	○ 20	21	12	13	14	15	16	○ 17	18	10	11	12	13	14	○ 15	16
22	23	24	25	26	27	28	19	20	21	22	△ 23	△ 24	25	17	△ 18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	△ 25	26	27	28	○ 29	30
														31						

2023 Federal and State Holidays

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|--|---|
| New Year's Day - Monday, January 2 ^{**} | Labor Day - Monday, September 4 ^{**} |
| Martin Luther King, Jr. Day - Monday, January 16 ^{**} | Columbus Day - Monday, October 9 [*] |
| Presidents Day - Monday, February 20 [*] | Veterans Day - Friday, November 10 ^{**} |
| Memorial Day - Monday, May 29 ^{**} | Thanksgiving Day - Thursday, November 23 ^{**} |
| Juneteenth - Monday, June 19 ^{**} | Native American Heritage Day - Friday, November 24 [*] |
| Independence Day - Tuesday, July 4 ^{**} | Christmas Day - Monday, December 25 ^{**} |

*Bank and Post Office closures; **Consumer Direct Care Network office closures

Work Week and Pay Day Schedule

- Work weeks are Sunday through Saturday.
- IPs using Electronic Visit Verification (EVV) must submit time daily.
- Live-in IPs using the DirectMyCare portal must submit time every Monday by 5 p.m. Pacific Time.
- Time corrections must be submitted on the DirectMyCare portal bi-weekly on Monday by 5 p.m. Pacific Time, as shown below. Time submitted late or with mistakes may delay pay.
- Pay information is available in the DirectMyCare portal.

Two Week Pay Period		Live-in & EVV Time	Pay Date
Start Date	End Date	Correction Deadline	
Sunday	Saturday	Monday	Friday
12/18/2022	12/31/2022	1/2/2023	1/13/2023
1/1/2023	1/14/2023	1/16/2023	1/27/2023
1/15/2023	1/28/2023	1/30/2023	2/10/2023
1/29/2023	2/11/2023	2/13/2023	2/24/2023
2/12/2023	2/25/2023	2/27/2023	3/10/2023
2/26/2023	3/11/2023	3/13/2023	3/24/2023
3/12/2023	3/25/2023	3/27/2023	4/7/2023
3/26/2023	4/8/2023	4/10/2023	4/21/2023
4/9/2023	4/22/2023	4/24/2023	5/5/2023
4/23/2023	5/6/2023	5/8/2023	5/19/2023
5/7/2023	5/20/2023	5/22/2023	6/2/2023
5/21/2023	6/3/2023	6/5/2023	6/16/2023
6/4/2023	6/17/2023	6/19/2023	6/30/2023
6/18/2023	7/1/2023	7/3/2023	7/14/2023
7/2/2023	7/15/2023	7/17/2023	7/28/2023
7/16/2023	7/29/2023	7/31/2023	8/11/2023
7/30/2023	8/12/2023	8/14/2023	8/25/2023
8/13/2023	8/26/2023	8/28/2023	9/8/2023
8/27/2023	9/9/2023	9/11/2023	9/22/2023
9/10/2023	9/23/2023	9/25/2023	10/6/2023
9/24/2023	10/7/2023	10/9/2023	10/20/2023
10/8/2023	10/21/2023	10/23/2023	11/3/2023
10/22/2023	11/4/2023	11/6/2023	11/17/2023
11/5/2023	11/18/2023	11/20/2023	12/1/2023
11/19/2023	12/2/2023	12/4/2023	12/15/2023
12/3/2023	12/16/2023	12/18/2023	12/29/2023
12/17/2023	12/30/2023	1/1/2024	1/12/2024

Email

InfoCDWA@ConsumerDirectCare.com

Phone

866-214-9899

Web Portal

www.DirectMyCare.com (pay info/time correction)

Website

www.ConsumerDirectWA.com (forms/info)