

Time submission for Individual Providers in the Pilot starts on October 1, 2021.

Symbol Key: ○ Pay Day △ Federal Holiday □ State Holiday

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		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

2021 Federal and State Holidays

Columbus Day - Monday, October 11 [*]	Native American Heritage Day - Friday, November 26
Veterans Day - Thursday, November 11 [*]	Christmas Day (observed) - Friday, December 24 ^{**†}
Thanksgiving Day - Thursday, November 25 ^{**†}	New Year's Day (observed) - Friday, December 31 ^{**†}

^{*}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 Correction Deadline	Pay Date
Start Date	End Date		
Sunday	Saturday	Monday	Friday
9/26/2021 [*]	10/9/2021	10/11/2021	10/22/2021
<small>*Do not submit time prior to 10/1/2021</small>			
10/10/2021	10/23/2021	10/25/2021	11/5/2021
10/24/2021	11/6/2021	11/8/2021	11/19/2021
11/7/2021	11/20/2021	11/22/2021	12/3/2021
11/21/2021	12/4/2021	12/6/2021	12/17/2021
12/5/2021	12/18/2021	12/20/2021	12/30/2021 [*]
			<small>*Thursday payday preceding Friday holiday</small>
12/19/2021	1/1/2022	1/3/2022	1/14/2022

Email

InfoCDWA@ConsumerDirectCare.com

Phone

866-214-9899

Web Portal

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

Website

www.ConsumerDirectWA.com (forms/info)