

# Total Hours Worked Review Request

## Instructions

Based on your records of your total hours worked, if you think you worked an amount of total hours that differs from MassHealth's provided summary in your letter, you may request a review.

As a reminder, MassHealth used two data sources to calculate each PCA's lifetime hours worked since 2008.

**Source 1: W-2s (2008 – 2014)** - To determine the hours for the year, MassHealth divided the total W-2 wages by the average wage rate for that calendar year.

**Source 2: Fiscal Intermediary (FI) Check History (2015 – Present)** - Includes all Day/Evening, Regular and Night hours a PCA has worked.

**Overtime, Travel Time, PTO, Sick Time and Holiday premium time are not included in the Total Hours Worked balance.**

**Incomplete forms will not be accepted. Ensure that you have all the necessary information and documentation/records to submit with your application.**

PCA Program - Total Hours Request Review Form

Complete this form **only** for the years that you think are incorrect. Include the hours balance you calculated, the consumer(s) you worked for that year, what document(s) you used to determine your total hours and any important details.

Year	Hours Balance	Consumer Number(s)	Documents Used	Details
2008				
2009				
2010				
2011				
2012				
2013				
2014				
2015				
2016				
2017				
2018				
2019				
2020				
2021				
2022				
2023				
2024				

PCA Name: \_\_\_\_\_ PCA Unique ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Communication preference (please check one):  Email  Phone