

Emergency Backup Care Budget Process

If the Veteran would like to use emergency funds they need to notify their case manager and the case manager should be reviewing their spending plan to ensure they have the available funds. Tempus does not keep track of what is left on the Veterans spending plan, this is the ADNA's responsibility. If they do, the case manager needs to send the VDC inbox the email below. If they do not, CM should be letting the Veteran know they cannot use extra hours. Once the email is received at Tempus, Tempus will update the cap records so the additional hours or OT hours can be processed.

This email should be sent with the workers combined total per week. If Tempus does not receive the overage of hours email from the case manager then the workers will not be paid the hours submitted over the weekly allowed or any OT hours.

The email below shows for week 1 the Veteran is allowed 35 hours per week. The total hours worked across all workers was 38 hours and the case manager instructed Tempus to pay the extra hours at regular time. Week 2 the Veteran is allowed 35 hours per week. The total hours worked were 45 and the case manager instructed Tempus to pay 5hrs. at the regular rate and 5hrs. at the overtime rate.

Below is the format I have been having case manager use.

Week 1: 3/9/25- 3/15/25

- Approved weekly hours: 35
- Total hours worked: 38
- Emergency hours needed: 3 reg hrs., 0 hrs. OT

Week 2: 3/16/25- 3/22/25

- Approved weekly hours: 35
- Total hours worked: 45
- Emergency hours needed: 5 hrs. Reg, 5 hrs. OT