



# LAMB & BARNOSKY, LLP

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## MEMORANDUM

**TO: OUR EMPLOYER CLIENTS**

**FROM: LAMB & BARNOSKY, LLP**

**DATE: OCTOBER 11, 2022**

**RE: UPDATE ON THE HEALTH CARE AND MENTAL HYGIENE WORKER BONUS PROGRAM**

### KEEPING YOU INFORMED...

We are writing to update you regarding the New York State Health Care and Mental Hygiene Worker Bonus (“HWB”) Program. The HWB Program Portal opened on August 3, 2022 for non-education sector employers and on October 1, 2022 for education sector employers.

Our [August 5, 2022](#) and [May 4, 2022](#) client memoranda provide an overview of the HWB Program, including how to comply with the Program and a detailed summary of covered employers and qualified employees. This information, along with Frequently Asked Questions, training videos, a link to the required Employee and Employer Attestation Forms and a link to the Program Portal, is available at: [https://health.ny.gov/health\\_care/medicaid/providers/hwb\\_program/](https://health.ny.gov/health_care/medicaid/providers/hwb_program/). At this time, the State has not issued any guidance or documentation that is specific to education sector employers.

The State has extended the deadline for all covered employers, including education sector employers, to submit bonus claims for Vesting Period 1 (October 1, 2021 – March 31, 2022) from September 2, 2022 to October 31, 2022. Employers must submit claims through the Program Portal by the submission close dates set forth in the below schedule.

Vesting Period	Vesting Period Start Date	Vesting Period End Date	Employer Submission Start Date	Employer Submission Close Date
<b>One</b>	October 1, 2021	March 31, 2022	August 3, 2022	<i>Extended to October 31, 2022</i>
<b>Two</b>	April 1, 2022	September 30, 2022	October 1, 2022	October 31, 2022
<b>Three</b>	October 1, 2022	March 31, 2023	April 1, 2023	May 1, 2023
<b>Four</b>	April 1, 2023	September 30, 2023	October 1, 2023	October 31, 2023
<b>Five</b>	October 1, 2023	March 31, 2024	April 1, 2024	May 1, 2024

If you are a covered employer, you must determine which of your employees are eligible for a bonus for Vesting Periods 1 and 2 (if you have not already done so). You must then provide these employees with an Employee Attestation Form to complete and return to you before October 31 so that you can submit the bonus claims through the HWB Program Portal by that date. If an employee is eligible for a bonus for both Vesting Periods 1 and 2, you should provide them with a separate Attestation Form for each period. You must then submit the bonus claims through the Program Portal, along with a completed Employer Attestation Form for each Vesting Period.

You must issue the bonuses to the eligible employees within 30 calendar days of your receipt of the payments. Advance payments to employees, before the State provides the bonus amounts to the employer, are prohibited.

If you have technical issues signing into the HWB Program Portal, you can call the Health Care Worker Bonus Call Center at (866) 682-0077. If you have any other questions regarding the HWB Program, you can contact Lauren Schnitzer, Michelle Mahabirsingh or one of our other attorneys at 631-694-2300.

THIS MEMORANDUM IS MEANT TO ASSIST IN GENERAL UNDERSTANDING OF THE CURRENT LAW. IT IS NOT TO BE REGARDED AS LEGAL ADVICE. THOSE WITH PARTICULAR QUESTIONS SHOULD SEEK THE ADVICE OF COUNSEL.

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