



Temporary Policy on Self-Directed Employee (SDE) Overtime Hours and Pay

November 2025

Standing Policy

Section 8.3.2.1 Selecting Self-Directed Employee (SDE) Service Delivery

Supports Program Policy Manual v10.0.1; Community Care Program Policy Manual v7.0.1

“The SDE can only receive payment for rendering services that have been prior authorized through an approved ISP. Any services, including overtime, exceeding those indicated in the ISP will not be reimbursed through the individual’s budget. One SDE cannot provide more than 40 hours of service for an individual per week. If an individual requires services that will go beyond those 40 hours in a week, another SDE or a provider agency must be utilized to deliver those additional hours of service. It is the individual’s responsibility, along with the Support Coordinator and Supports Broker when utilized, to ensure that SDE schedules do not require payment of overtime.”

Temporary Policy

At the height of the COVID public health emergency in 2020, the Division granted a temporary allowance for SDEs to work overtime (more than 40 hours per week) for emergent, unanticipated circumstances. The Division also determined it would provide the funding for the one-half portion of the time-and-one-half overtime payment, with the individual’s budget funding the base wage portion (regular time).

To date, the Division has continued to extend the temporary allowance for SDE overtime for emergent, unanticipated circumstances, and has continued to fund the one-half portion of the time-and-one-half overtime payment.

Overtime should not be regularly relied on. If an individual needs more than 40 hours per week of support, additional SDEs or agency-employed Direct Support Professionals (DSP) should be recruited.

Please note, both the temporary allowance for SDE overtime and the Division’s funding of the one-half portion of overtime payments *remain under review*.

Questions about the Temporary Policy

If an individual, their family, or their support coordinator has questions or concerns about this temporary policy, they should email the Division’s Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.