



Submitting Rest and Meal Breaks in **PPL@Home**

Walk-Me Guide | California SDP



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If you are taking an unpaid or paid rest or meal break, as a last resort, you can enter the time directly into PPL@Home.



Entering time in PPL@Home directly **is not Electronic Visit Verification (EVV) compliant**. Providers must use EVV to continue participating in CA SDP. **Entering time directly in PPL@Home should only be done when no other time entry option is available.**

BEFORE SUBMITTING MEAL BREAKS...

Check your On-Duty Meal Break Agreement Form that you signed during initial enrollment. The form is found in the **'Forms'** tab on your PPL@Home profile.

The image shows a sequence of three screenshots from the PPL@Home interface, connected by teal arrows. The first screenshot shows the 'Details for Don' profile page with the 'Forms' tab highlighted in a red box. The second screenshot shows the 'Associations' table with a 'View' button highlighted in a red box. The third screenshot shows the 'Participant Association - Tim Participant (PRC-CASDP-10016311)' page with the 'On-Duty Meal Break Agreement form' highlighted in a red box.

PPL@Home CA Self Determination Program

Details for Don

Forms

Summary Enrollment Information To Do List Associated Participants Provider Services Service Credentials Upload Documents Signature **Forms** Checklist Time

Application Summary

Associations

Association Type	Association Start Date	Association End Date	Association Status	Actions
Association Type	Filter Association Start Date		Filter Association Status	View

Participant Association - Tim Participant (PRC-CASDP-10016311)

Employer (Mike Participant - PRV-CASDP-10006007) 9/10 completed

Employment Agreement Form

Provider Services and Rate Form

IRS Form W-4: Employee Withholding Certificate

Tax Exemptions

CA DE 4 (State Tax)

CA DE 1378J (State Disability Coverage)

Difficulty of Care Federal Income Exclusion

FLSA Live-In Exemption

USCIS Form I-9 Form

On-Duty Meal Break Agreement form

On-Duty Meal Break Agreement form

Under Part 4 of the form, choose one of the following:

- Option A: Agree to an on-duty meal break, or
- Option B: Do not agree to an on-duty meal break

This will determine your experience with logging meal breaks in PPL@Home.

NOTE: You can update this form at any time. It will only be valid when both you and your Employer sign the form.

To update the form,

1. Select if you:
 - a. Option A: Agree to an on-duty meal period (paid), or
 - b. Option B: Do not agree to an on-duty meal period (unpaid).
2. Click the **purple Save Form button**.
3. After you see the pop up confirming it was saved, click the **Sign Form button**.
4. Review the form and your choice.
5. Scroll down on the form and click the **'Click Here to Sign' button**.
6. Click the **purple 'Save' button** at the top right of your screen to save the form.

You will see a pop up confirming the form has been successfully saved. Click the **X** at the top right of the form to exit.

You can update this form at any time. It will only be valid once both you and your Employer sign the form.

Cont.


On-Duty Meal Break Agreement form

Part 4 – Choose your option:

Please check one box below: *

Option A: I agree to an on-duty meal period.

Option B: I do not agree to an on-duty meal period.

 Save Form



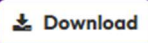
On-Duty Meal Break Agreement form


Part 4 – Choose your option:

Please check one box below: *


Option A: I agree to an on-duty meal period.

Option B: I do not agree to an on-duty meal period.

 Save Form  Sign Form 

 Show Form History

On-Duty Meal Break Agreement Form



On-Duty Meal Break Agreement

Employer Name:
Mike Participant
(First name, Last name)

Participant Name:
Tim Participant
(First name, Last name)

Worker Name:
Don Inprovider
(First name, Last name)

PPL ID:
PRC-CASDP-10018311

PPL ID:
PRV-CASDP-10008008

Part 1 – What is a meal break?
California law gives you the right to a meal break. Here is what that means:

- If you work more than 5 hours in a day, you must get a meal break of at least 30 minutes.
- If you work more than 10 hours in a day, you must get a second meal break of at least 30 minutes.
- During a meal break, you are completely free from work. You do not have to do any job duties. You

Worker Signature:



On-Duty Meal Break Agreement Form




this agreement at any time by completing this form again and selecting Option B (below).


Option B: I do not agree to an on-duty meal period.
I do not agree to on-duty meal periods. I will take my meal break fully relieved of all duties, as required by California law. I understand that I **will not** be paid for unpaid meal breaks.

Part 5 – Signatures:

The Worker agrees:
I have read this form, I understand what an on-duty meal period means, and what my rights are. I am

 **Success**

Changes saved successfully



SUBMITTING AN OFF-DUTY MEAL BREAK: LOGGING THE MEAL MANUALLY

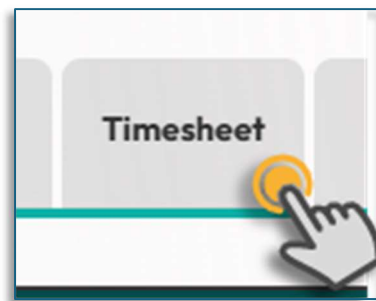
If you choose to take an off-duty meal break during your shift of at least five hours, there are two ways to submit your meal break. The first is by logging the meal break manually as its own time entry.

Entering time in PPL@Home directly is a last resort time entry method and **is not Electronic Visit Verification (EVV) compliant**. Providers must use EVV to continue participating in CA SDP.

1

When it's time to take your meal break, log into PPL@Home.

Click on the **'Timesheet'** tab.

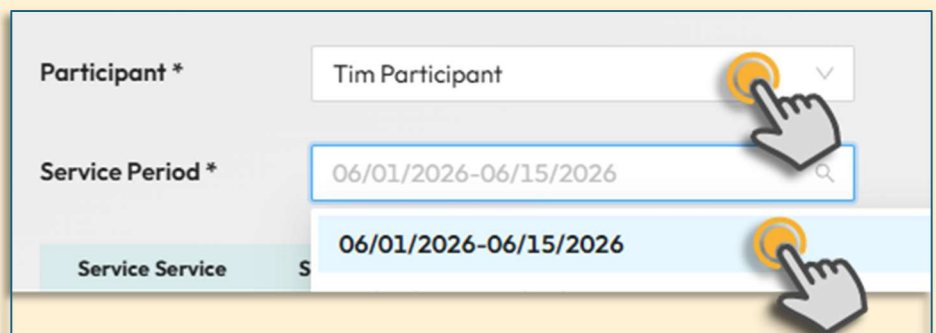
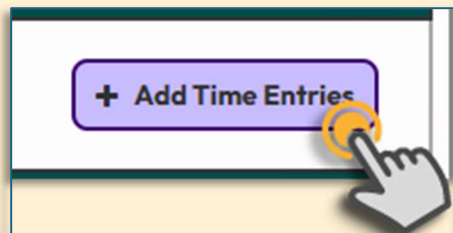


2

Click the purple **'+Add Time Entries'** button.

First, click the **Participant drop down** and choose the Participant.

Then click the **Service Period drop down** to choose which service period (timesheet) to enter time.



3

You will see each day during the service period you chose.

Each line shows an entered or blank shift. If you worked more than one shift in a day, there may be multiple lines for the same day.

Use the drop-down menus to enter the details about the pre-meal shift, including service code, in and out time, location, and the manual reason for creating a manual entry.

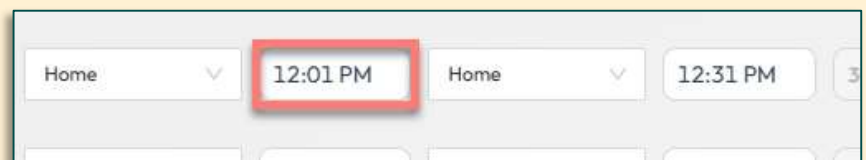
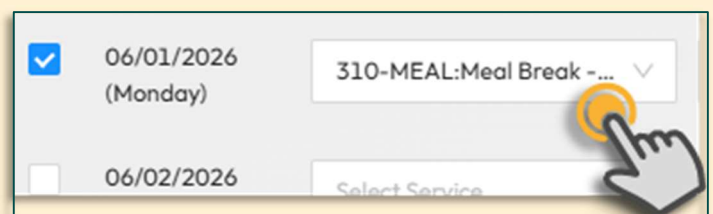
Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input checked="" type="checkbox"/> 06/01/2026 (Monday)	310:Respite...	Provides ba...	Home	08:00	Home	12:00	4 hr	Caregiver F...	+ [Copy]

4

Under the Actions column for the same day, click the **'+' button**. This will add a new line entry for the same day.

Use the drop-down menus to enter the details of the meal break, including time in and out, location, and manual entry reason using the matching **service code that includes MEAL**.

For example, if you are providing service under the **310: Respite Service** code, use the **310- MEAL:Respite Service** code for your meal break.



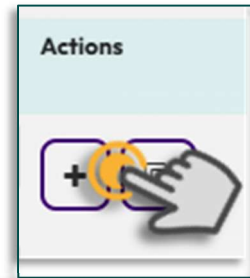
5

To add the remainder of your post-meal shift, click the **'+' button** for the same day to add an additional line for the same day.

Include the information for the remainder of your shift. **Ensure your clock in is at least 1 minute after the clock out of your meal break.**

You should now have for the same day:

1. A pre-meal break shift line
2. A meal break shift line
3. A post meal break shift line



Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input checked="" type="checkbox"/> 06/01/2026 (Monday)	310:Respite Servi...	Provides basic as...	Home	08:00 AM	Home	12:00 PM	4 hrs	Caregiver Failed ...	
<input checked="" type="checkbox"/> 06/01/2026 (Monday)	310:Respite Servi...	Provides basic as...	Home	12:32 PM	Home	05:00 PM	4 hrs	Caregiver failed t...	
<input checked="" type="checkbox"/> 06/01/2026 (Monday)	310-MEAL:Meal ...	Provides basic as...	Home	12:01 PM	Home	12:31 PM	30 mi	Caregiver failed t...	

6

When you have added your time entries for this timesheet, click the checkbox on the bottom left of the window certifying that you worked the time you are submitting.

Then click the **purple 'Save and Submit' button**.

(Monday)

By signing below, I certify that I have provided the services to the participant during the times described on this timesheet.

[Move Back](#) [Save](#) [Save & Submit](#)

7

You may see a pop up asking you:

“Did you take a 10-minute rest break for every 4 hours worked today?”

Click Yes or No.

Then, click the **purple Submit button**.

8

You will return to your timesheet selection window. To view the timesheet you just submitted, click the **'View' button** to the right of the timesheet line in 'In Process Payroll'.

You will see your three entries for the day as well as an additional line showing the complete shift from start to finish and that it has been split up to include the meal break.

The status will change to Submitted.

<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respl...	Provides b...	Home	03:00	Home	10:00	7h	Mobile Ap...	Timesheet Split	+	📄
<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respl...	Provides b...	Home	03:00	Home	09:00	6h	Mobile Ap...	Awaiting Approval	+	📄
<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respl...	Provides b...	Home	09:30	Home	10:00	30	Mobile Ap...	Awaiting Approval	+	📄
<input type="checkbox"/>	06/03/2024 (Wednesday)	310-MEA...	Provides b...	Home	09:00	Home	09:30	30	Mobile Ap...	Good to Pay	+	📄

SUBMITTING AN OFF-DUTY MEAL BREAK: LOGGING A MEAL THROUGH THE ATTESTATION POP-UP

If you choose to take an off-duty meal break during your shift of at least five hours, there are two ways to submit your meal break. The second is by logging the meal break when you receive the pop-up attestation after submitting a shift.

Entering time in PPL@Home directly is a last resort time entry method and **is not Electronic Visit Verification (EVV) compliant**. Providers must use EVV to continue participating in CA SDP.

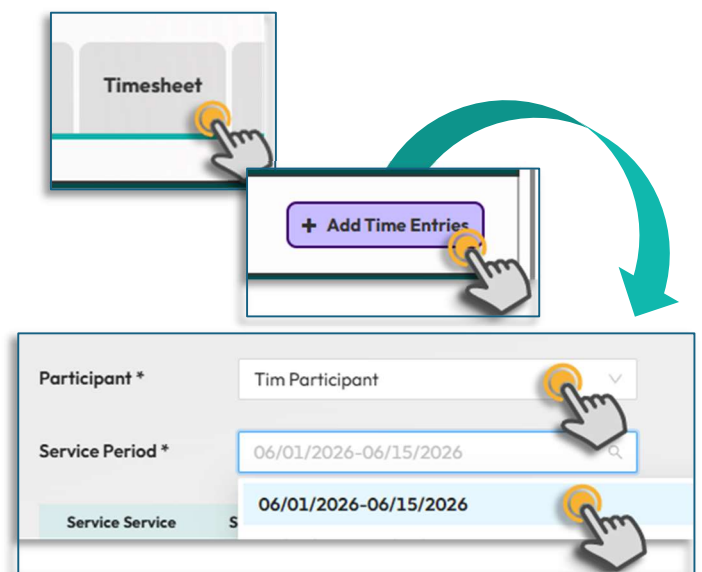
1

From your PPL@Home dashboard, click on the **'Timesheet'** tab.

Click the purple **'+Add Time Entries'** button.

First, click the **Provider drop down** and choose the Participant.

Then click the **Service Period drop down** to choose which service period (timesheet) to enter time.



2

You will see each day during the service period you chose.

Each line shows a shift. If you worked more than one shift in a day there may be multiple lines for the same day.

Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input type="checkbox"/> 06/01/2026 (Monday)	Select Service	Service Desc...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reason	+ [icon]
<input type="checkbox"/> 06/02/2026 (Tuesday)	Select Service	Service Desc...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reason	+ [icon]
<input type="checkbox"/> 06/03/2026 (Wednesday)	Select Service	Service Desc...	Clock ...	HH:MM	Clock ...	HH:MM		Select Reason	+ [icon]

3

Find the day to enter time.

Use the drop-down menus to enter the details about the shift, including service code, in and out time, and the manual reason for creating a manual entry.

Note: If you worked more than one shift in the same day, click the **'+' button** on the right of each day/shift line to add a new line for the same day.

Service Date	Service Code *	Service Description *	Clock In Service Location *	Time In *	Clock Out Service Location *	Time Out *	Total Time	Manual Entry Reason *	Actions
<input checked="" type="checkbox"/> 06/01/2026 (Monday)	310:Respite ...	Provides bas...	Home	08:00	Home	05:00	9 hr	Mobile App I...	+

4

When you have added your time entries for this timesheet, click the checkbox on the bottom left of the window certifying that you worked the time you are submitting.

Then click the **purple 'Save and Submit' button**.

The screenshot shows the bottom portion of the timesheet interface. At the top, there are several rows of time entry data with a hand cursor pointing to the first row. Below the data, there is a certification section with a checked checkbox and the text: "By signing below, I certify that I have provided the services to the participant during the times described on this timesheet." At the bottom, there are three buttons: "Move Back", "Save", and "Save & Submit". A hand cursor is pointing to the "Save & Submit" button.

5

You will see a pop up asking you to attest to any rest and meal breaks.

“Did you take a 10-minute rest break for every 4 hours worked today?”

Click Yes or No.

“Did you take a meal break?”

Click Yes or No. If yes, enter the Meal Break Start and End times.

Then, click the **purple ‘Submit’ button**.

Meal & Rest Break Required

Based on the hours worked, please answer the following meal and rest break questions for each shift below.

05/28/2026 (Thursday) | 8:00 AM - 4:00 PM

Did you take a 10-minute rest break for every 4 hours worked today? * Yes No

Did you take a meal break? * Yes No

Meal Break Start * Meal Break End *

6

You will return to your timesheet selection window. To view the timesheet you just submitted, click the **‘View’ button** to the right of the timesheet line in ‘In Process Payroll’.

You will see three entries (pre-meal break, meal break, and post meal break) and an additional line showing the complete shift from start to finish. It will show any meal break time you entered.

The status will change to Submitted.

05/31/2026	06/06/2026	Tim Participant	PRC-CASDP-10016311	<input checked="" type="button" value="View"/>
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7

You will see three entries (pre-meal break, meal break, and post meal break) and an additional line showing the complete shift from start to finish. It will show any meal break time you entered.

The status will change to 'Awaiting Approval'. The meal break entry will show as 'Good To Pay'.

<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respi...	Provides b...	Home	03:00	Home	10:00	7 h	Mobile Ap...	Timesheet Split	+	📄	
<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respi...	Provides b...	Home	03:00	Home	09:00	6 h	Mobile Ap...	Awaiting Approval	Awaiting Approval	+	📄
<input type="checkbox"/>	06/03/2024 (Wednesday)	310:Respi...	Provides b...	Home	09:30	Home	10:00	30	Mobile Ap...	Awaiting Approval	Awaiting Approval	+	📄
<input type="checkbox"/>	06/03/2024 (Wednesday)	310-MEA...	Provides b...	Home	09:00	Home	09:30	30	Mobile Ap...	Good to Pay	Payment Process Picked	+	📄

Cont.

SUBMITTING ON-DUTY MEAL BREAKS

If you choose to take an on-duty meal break, you do not need to clock out of your shift and clock in again for your meal break. You will log your shift as normal in PPL@Home.

At the end of your shift and after submitting your time entry, if you were eligible to receive your on-duty meal break, you will see a pop up asking:

"Did you take your on-duty meal break today?"

Click Yes or No.

"Did you take a meal break?"

Click Yes or No. If Yes, enter the Meal Break Start and End times.

Then, click the **purple 'Submit' button**.

Meal & Rest Break Required

Based on the hours worked, please answer the following meal and rest break questions for each shift below.

05/28/2026 (Thursday) | 8:00 AM - 4:00 PM

Did you take a 10-minute rest break for every 4 hours worked today? * Yes No

Did you take a meal break? * Yes No

Meal Break Start * Meal Break End *

REST BREAKS IN PPL@HOME

If you are eligible for off-duty rest breaks, you do not have to clock out of your shift or clock into a break period to enter the off-duty rest break.

You will log your time entry as normal in PPL@Home.

If you were eligible to receive an off-duty break, after entering your shift and submitting, you will see a pop-up asking:

“Did you take a 10-minute rest break for every 4 hours worked?”

Select ‘Yes’ or ‘No’ to validate your rest break(s) and clock out of your shift.

Meal & Rest Break Required ✕

Based on the hours worked, please answer the following meal and rest break questions for each shift below.

06/11/2026 (Thursday) | 1:00 AM - 5:00 AM

Did you take a 10-minute rest break for every 4 hours worked today? *

Yes No

Cancel **Submit** ✓



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Call or email your Support Broker or Enrollment Specialist if you have any questions.



YOUR LIFE
YOUR CARE
YOUR PEOPLE