

This document serves as a formal Distribution Plan, as outlined by the Office for People with Developmental Disabilities (OPWDD), describing the disbursement of funds to eligible Citizen Advocates (CAI) staff in the form of a Direct Service Retention Bonus, referenced throughout this document as a Special Occasion Bonus.

We are grateful for the opportunity to distribute this bonus, in appreciation of our employee's dedication to CAI and the people supported through services.

Special Occasion Bonuses are a one-time payment, and will be disbursed to eligible CAI employees who meet all three OPWDD provisions below:

- 1) Have an eligible job title as determined by OPWDD in a full-time, part-time, or relief position.
- 2) Worked in an OPWDD program including residential, day, prevocational, community habilitation, supportive employment, and self-directed during 2024.
- 3) Are employed at CAI at the time of distribution.

Special Occasion Bonuses will be distributed on March 20, 2025, through the same process employees use to receive their paychecks.

Fund distribution will be calculated, excluding overtime, with the following methodology:

- A percentage payout on eligible 2024 earnings for eligible employees.
- An additional percentage payout on eligible 2024 earnings for eligible employees with 1+ years of service as of December 31, 2024.