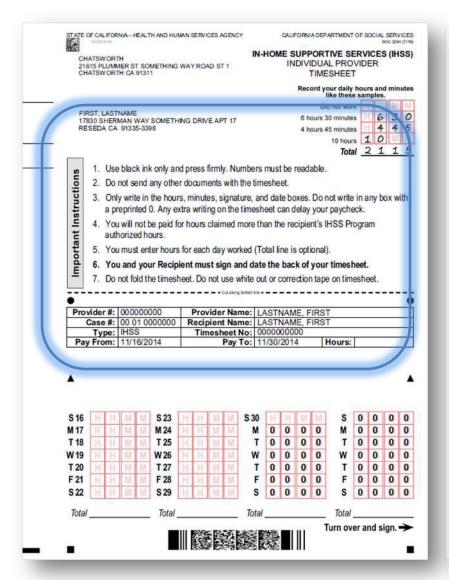
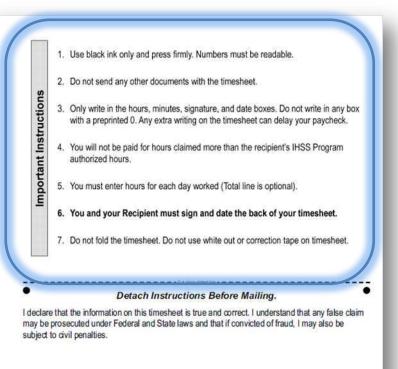
## **IHSS Timesheet**

### It's important to follow the instructions when filling out the timesheet.

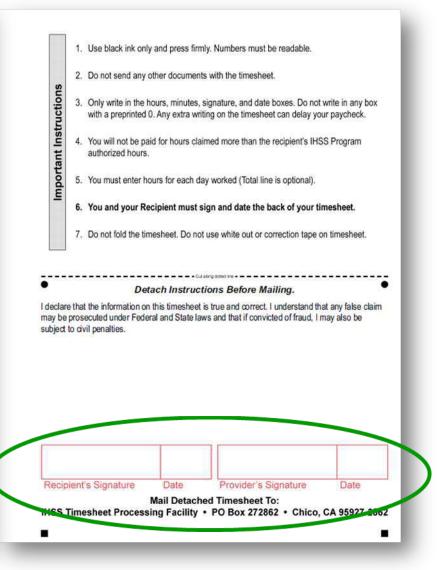




| Recipient's Signature | Date        | Provider's Signature | Date |
|-----------------------|-------------|----------------------|------|
|                       | Mail Detach | ed Timesheet To:     |      |

#### All timesheets must be signed by both the recipient and provider.

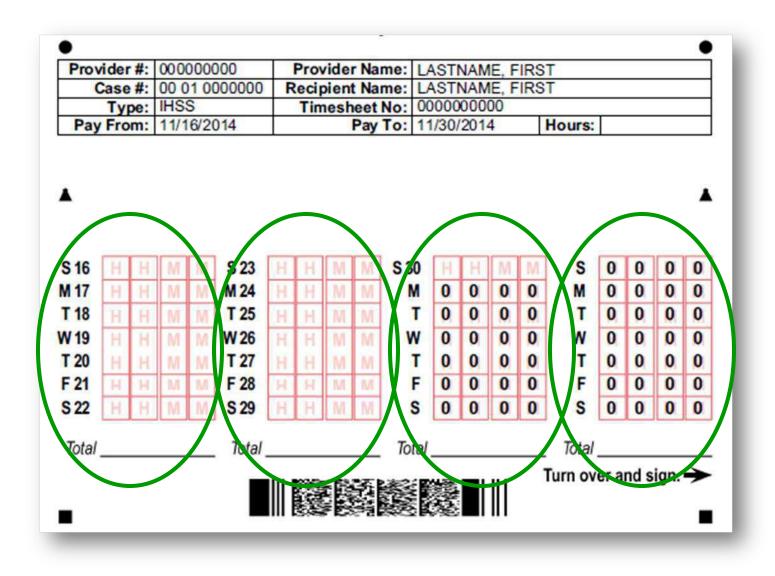
|  | HATS                       |  |                              | Tech                         | METHINK  | 2 WAY    | VPO                  | 40.61                  |  | IN-  | HON   |  |                           |  | IVE S                           |                            |                            | S (IH            |
|--|----------------------------|--|------------------------------|------------------------------|--|----------|----------------------|------------------------|--|--|---|--|---------------------------|--|---------------------------------|----------------------------|----------------------------|------------------|
|  | HATS                       |  |                              |                              |  | 2. VV A  | T RO                 | ND SI                  |  |  |   |  |                           |  | SHEE                            |                            |                            |                  |
|  |                            |  |                              |                              |  |          |                      |                        |  |  |   |  | Rec                       | ord yo                                 | our daily<br>ike thes           | hou<br>e san               | rs an<br>noles             | d mir            |
|  |                            |  |                              |                              |  |          |                      |                        |  |  |   |  |                           |  | i not wo                        | -                          | TH                         | M                |
|  | IRST.<br>7830 S            |  |                              |                              | SOMET  | HNG      | DRM                  | F AP                   | T 17   |  |   |  | 6 h                       | ours 3                                 | 0 minute                        | -                          | 6                          | 3                |
|  | ESED                       |  |                              |                              |  |          | -                    |                        | 2010   |  |   |  | 4 h                       | ours 4                                 | 5 minute                        | s                          | 4                          |                  |
|  |                            |  |                              |                              |  |          |                      |                        |  |  |   |  |                           |  | 10 hour                         |                            | and here and               | -                |
|  |                            |  |                              |                              |  |          |                      |                        |  |  |   |  |                           |  | Tota                            | al _                       | 2 1                        | 1                |
| s  | 1.                         | Use  | blac                         | k inł                        | only a   | nd pr    | ess                  | firmly                 | y. Nu  | mbers  | mus   | t be r   | read                      | able.                                  |                                 |                            |                            |                  |
| 5  | 2.                         | Do   | not s                        | end                          | any oth  | er do    | aum                  | nents                  | with   | the tim  | eshe  | et.  |                           |  |                                 |                            |                            |                  |
| ict  | 3.                         | Onl  | y writ                       | te in                        | the hou  | rs, m    | ninut                | es, s                  | ignat  | ure, an  | d da  | te bo  | xes.                      | Don                                    | ot write                        | in a                       | iny b                      | ox w             |
| tr   |                            |  |                              |                              | ). Any e   |          |                      |                        |  |  |   |  |                           |  |                                 |                            | 8                          |                  |
| Ins  | 4                          |  |                              |                              | e paid   |          |                      |                        |  |  |   |  |                           |  |                                 |                            | m                          |                  |
| t  | -                          |  | norize                       |                              |  | Sec. 111 | ourd                 | wight                  | and 1  |  | un r si   | 101  | cipic                     |  |                                 | 2910                       |                            |                  |
| tai  | 5                          |  |                              |                              | er hour  | sfor     | earl                 | h day                  | worl   | ked (Tr  | ntal li   | no is  | : onti                    | onall                                  |                                 |                            |                            |                  |
| ō  |                            |  |                              |                              |  |          |                      | 1                      |  |  |   |  | 1.5                       |  |                                 |                            |                            |                  |
|  |                            | TOU  | i and                        | you                          | r Recip  | pient    | mu                   | ST SI                  | on ar  | nd dati  | etne  | Dac  | K OT                      | your                                   | times                           | neet.                      | 8                          |                  |
| dm   |                            | -  |                              |                              |  |          |                      |                        | -  |  | -   |  | Charles Street            | Same                                   |                                 | 10000                      | 21.12                      |                  |
| Important Instructions   |                            | Do   | not fo                       | old th                       | e times  | heet     | . Do                 |                        | use w  | hite ou  | t or o  | corre  | ction                     | tape                                   | on tim                          | eshe                       | et.                        |                  |
| lmp  |                            | Do   | not fo                       | d th                         | e times  | heet     | . Do                 |                        | -  | hite ou  | it or o   | corre  | ctior                     | tape                                   | on tim                          | eshe                       | et.                        |                  |
| •  | 7.<br>ovide                | r #:                                       | 000                          | 0000                         | 000  |          |                      |                        | JSE W  | hite ou  |   |  |                           | IRST                                   |                                 | eshe                       | et.                        |                  |
| •  | 7.<br>ovide<br>Cas         | r #:<br>e #:                               | 000                          | 0000                         |  |          | Prov                 | viden                  | use w<br>Strang<br>r Nar   | ne: L  | ASTI  |  | IE, F                     |  |                                 | eshe                       | et.                        |                  |
| Pro  | 7.<br>ovide<br>Case        | r #:<br>e #:<br>pe:                        | 000<br>00 0                  | 0000<br>01 00<br>S           | 000  |          | Prov                 | viden                  | ISE W  | ne: L<br>No: 0   | ASTI  | NAM  | IE, F<br>IE, F            | IRST                                   | r                               |                            | et.                        |                  |
| Pro  | 7.<br>ovide<br>Cas         | r #:<br>e #:<br>pe:                        | 000<br>00 0                  | 0000<br>01 00<br>S           | 000  |          | Prov                 | viden                  | ISE W  | ne: L  | ASTI  | NAM  | IE, F<br>IE, F            | IRST                                   |                                 |                            | et.                        |                  |
| Pro  | 7.<br>ovide<br>Case        | r #:<br>e #:<br>pe:                        | 000<br>00 0                  | 0000<br>01 00<br>S           | 000  |          | Prov                 | viden                  | ISE W  | ne: L<br>No: 0   | ASTI  | NAM  | IE, F<br>IE, F            | IRST                                   | r                               |                            | et.                        |                  |
| Pro<br>Pro   | 7.<br>Case<br>Ty<br>ay Fro | r #:<br>e #:<br>pe:<br>om:                 | 0000<br>00 0<br>IHS:<br>11/1 | 00000<br>01 00<br>S<br>16/20 | 000<br>000000<br>014<br>\$ 23                        |          | Prov<br>Recip        | vider<br>pient<br>nesh | ISE W<br>In Name<br>t Name<br>t Name<br>eet M<br>Pay                 | hite ou<br><u>ormes he</u><br><u>ne: L</u><br><u>No: 00</u><br><u>To: 1</u>          | ASTI<br>0000<br>1/30/                                       | NAM<br>0000<br>2014                                    | IE, F<br>IE, F<br>00<br>4 | IRST<br>IRST                           | f<br>f<br>fours:                | 0                          | 0                          | 0                |
| Pro<br>Pro   | 7.<br>Cas<br>Ty<br>ay Fro  | r #:<br>e #:<br>pe:<br>om:                 | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>S<br>6/20  | 000<br>000000<br>014<br>S 23<br>M 24                 |          | Prov<br>Recip<br>Tin | vider<br>pient<br>nesh | r Nan<br>t Nan<br>t Nar<br>t Nar                                     | hite ou<br><u>me:</u> L<br><u>ne:</u> L<br><u>No:</u> 0<br><u>To:</u> 1<br>S 30<br>M | ASTI<br>00000<br>1/30/                                      | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>00<br>4 |  | f<br>f<br>fours:<br>S<br>M      | 0                          | 0                          | 0                |
| Pro<br>Pro<br>S 16<br>M 17<br>T 18                                 | 7.<br>Cas<br>Ty<br>ay Fro  | r #:<br>e #:<br>pe:<br>om:                 | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>S<br>16/20 | 000<br>000000<br>014<br>S 23<br>M 24<br>T 25         |          | Prov<br>Recip        | viden<br>pient<br>nesh | ISE W<br>In Name<br>t Name<br>t Name<br>eet M<br>Pay                 | hite ou<br>me: L<br>ne: L<br>No: O<br>To: 1<br>S 30<br>M<br>T                        | ASTI<br>ASTI<br>00000<br>1/30/                              | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>00<br>4 |  | f<br>f<br>fours:<br>S<br>M<br>T | 0000                       | 0                          | 0<br>0           |
| Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro | 7.<br>Cas<br>Ty<br>ay Fro  | r #:<br>e #:<br>pe:<br>om:                 | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>S<br>6/20  | 000<br>000000<br>014<br>S 23<br>M 24                 |          | Prov<br>Recip<br>Tin | vider<br>pient<br>nesh | r Nan<br>t Nan<br>t Nar<br>t Nar                                     | hite ou<br><u>me:</u> L<br><u>ne:</u> L<br><u>No:</u> 0<br><u>To:</u> 1<br>S 30<br>M | ASTI<br>00000<br>1/30/                                      | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>00<br>4 |  | f<br>f<br>fours:<br>S<br>M      | 0                          | 0                          | 0                |
| Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro | 7.<br>Cass<br>Ty<br>ay Fro | r #:<br>e #:<br>(pe:<br>om:                | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>S<br>6/20  | 000<br>000000<br>014<br>S 23<br>M 24<br>T 25         |          | Prov<br>tecip<br>Tin | viden<br>pient<br>nesh | r Nar<br>r Nar<br>t Nar<br>eet I<br>Pay 1                            | hite ou<br>me: L<br>ne: L<br>No: O<br>To: 1<br>S 30<br>M<br>T                        | ASTI<br>ASTI<br>00000<br>1/30/                              | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>00<br>4 |  | Hours:                          | 0000                       | 0000                       | 0<br>0           |
| Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro | 7.<br>Cass<br>Ty<br>ay Fro | r #:<br>e #:<br>(pe:<br>om:                | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>S<br>16/20 | 000<br>000000<br>014<br>S 23<br>M 24<br>T 25<br>W 26 |          | Prov<br>Recip<br>Tin | viden<br>pient<br>nesh | r Nar<br>r Nar<br>t Nar<br>t Nar<br>t Nar<br>t Nar<br>t Nar<br>t Nar | hite ou<br>me: L<br>No: 0<br>To: 1<br>S 30<br>M<br>T<br>W                            | ASTI<br>ASTI<br>20000<br>1/30/                              | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>D0<br>4 |  | dours:                          | 00000                      | 0<br>0<br>0<br>0           | 0<br>0<br>0      |
| Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro | 7.<br>Cas<br>Ty<br>ay Fro  | r #:<br>e #:<br>(pe:<br>om:<br>H<br>H<br>H | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>5<br>6/20  | S 23<br>M 24<br>T 25<br>W 26<br>T 27                 |          | Proveciji<br>Tin     | vider<br>pient<br>nesh | M<br>M<br>M<br>M<br>M  | s 30<br>M<br>T<br>W<br>T   | ASTI<br>ASTI<br>0000<br>1/30/<br>1/30/<br>0<br>0<br>0       | NAM<br>NAM<br>0000<br>2014                             | IE, F<br>IE, F<br>00<br>4 | IRST<br>IRST<br>IRST<br>IRST<br>0<br>0 | Hours:                          | 0<br>0<br>0<br>0<br>0      | 0<br>0<br>0<br>0<br>0      | 0<br>0<br>0<br>0 |
| Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro<br>Pro | 7.<br>Cas<br>Ty<br>ay Fro  | r #:<br>e #:<br>(pe:<br>om:<br>H<br>H<br>H | 0000<br>00 C<br>IHS<br>11/1  | 00000<br>01 00<br>5<br>6/20  | S 23<br>M 24<br>T 25<br>W 26<br>T 27<br>F 28         | R        | Proveciji<br>Tin     | vider<br>pient<br>nesh | M<br>M<br>M<br>M<br>M  | hite ou<br>ne: L<br>ne: L<br>No: OI<br>To: 1<br>S 30<br>M<br>T<br>W<br>T<br>F        | ASTI<br>ASTI<br>20000<br>1/30/<br>1/30/<br>0<br>0<br>0<br>0 | NAM<br>NAM<br>0000<br>2014<br>2014<br>0<br>0<br>0<br>0 | E, F<br>E, F<br>D0<br>4   |  | s<br>M<br>T<br>W<br>T<br>F      | 0<br>0<br>0<br>0<br>0<br>0 | 0<br>0<br>0<br>0<br>0<br>0 | 0<br>0<br>0<br>0 |



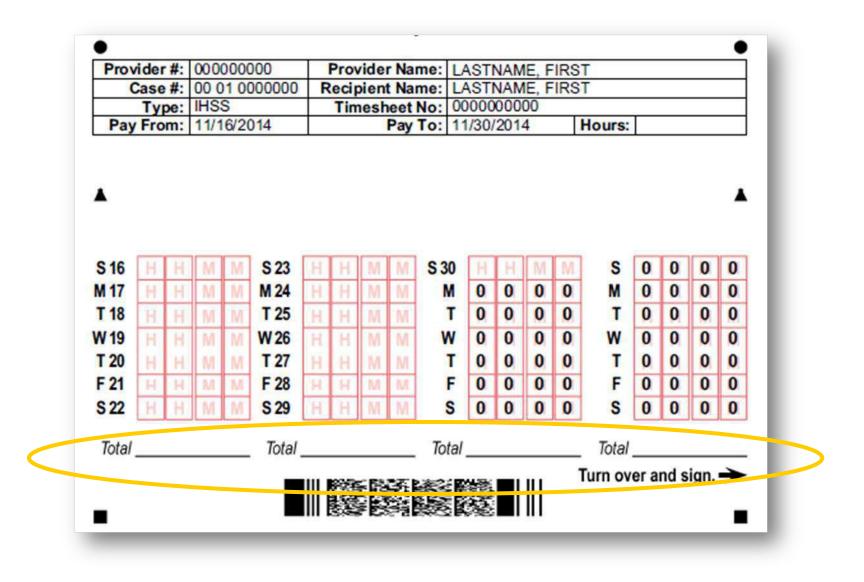
This section has information with provider and recipient names including the case and provider numbers. The dates for this timesheet are also listed. Please note that the recipient's monthly authorized hours are now reflected on the timesheet.

|                                    |     |    | 00000000 |     |  |     | Provider Name: LASTNAME, FIRST  |        |     |        |       |      |   |    |         |      |      |      | _ |
|------------------------------------|-----|----|----------|-----|--|-----|---------------------------------|--------|-----|--------|-------|------|---|----|---------|------|------|------|---|
| C                                  | ase |    |          |     |  | R   | Recipient Name: LASTNAME, FIRST |        |     |        |       |      |   |    |         |      |      |      | _ |
| Type: IHSS<br>Pay From: 11/16/2014 |     |    |          | +   | Timesheet No: 000000000<br>Pay To: 11/30/2014 Hours: |     |                                 |        |     |        |       |      |   | Î  |         |      | _    |      |   |
| Pay                                | Fro | m: | 11/1     | 0/2 | 014  | _   |                                 |        | Pay | 10: 11 | /30/  | 2014 | 4 | 1  | Hours:  |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      |      |      |   |
| 16                                 | н   | ы  | M        | M   | S 23   | н   | н                               | M      | 1.0 | S 30   | 14    | н    | M | 14 | S       | 0    | 0    | 0    | 0 |
|                                    | 11  | 11 | 191      | 191 | 1  | 1.1 | 11                              | 100    | 100 |        | 0     | _    | 0 | 0  |         | -    | -    |      |   |
| 17                                 | Н   | H  | M        | N   | M 24   | н   | Н                               | M      | IVI | М      | 0     | 0    | 0 | 0  | М       | 0    | 0    | 0    | 0 |
| 18                                 | H   | H  | M.       | M   | T 25   | H   | H                               | M      | M   | Т      | 0     | 0    | 0 | 0  | т       | 0    | 0    | 0    | 0 |
| 19                                 | H   | Н  | M        | M   | W 26   | H   | H                               | M      | M   | W      | 0     | 0    | 0 | 0  | W       | 0    | 0    | 0    | 0 |
| 20                                 | н   | н  | M        | М   | T 27   | H   | Н                               | М      | М   | т      | 0     | 0    | 0 | 0  | Т       | 0    | 0    | 0    | 0 |
| 21                                 | Н   | н  | M        | M   | F 28   | H   | H                               | M      | M   | F      | 0     | 0    | 0 | 0  | F       | 0    | 0    | 0    | 0 |
| 22                                 | Н   | н  | M        | М   | S 29   | H   | Н                               | M      | M   | S      | 0     | 0    | 0 | 0  | S       | 0    | 0    | 0    | 0 |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    |         |      | -    |      |   |
| Total                              |     |    |          |     | Total  |     |                                 |        |     | Total  |       |      |   |    | Total   |      |      |      |   |
|                                    |     |    |          |     |  |     |                                 |        |     |        |       |      |   |    | Turn ov | ora  | nd e | ian  | > |
|                                    |     |    |          |     |  |     | 823                             | S R    | 3   |        | 語     |      | Ш |    | Turn ov | er a | nu s | ign. | - |
|                                    |     |    |          |     |  |     | 2.6                             | E-16-9 |     | 2.22   | 2.965 |      |   |    |         |      |      |      |   |

The timesheet is organized by weeks. The dates not included in this pay period are indicated by the zeros.



The total amount of time worked for each week is recorded in these sections. This Total Line is optional for the provider's use.



# **Filling out the IHSS Time Sheet**

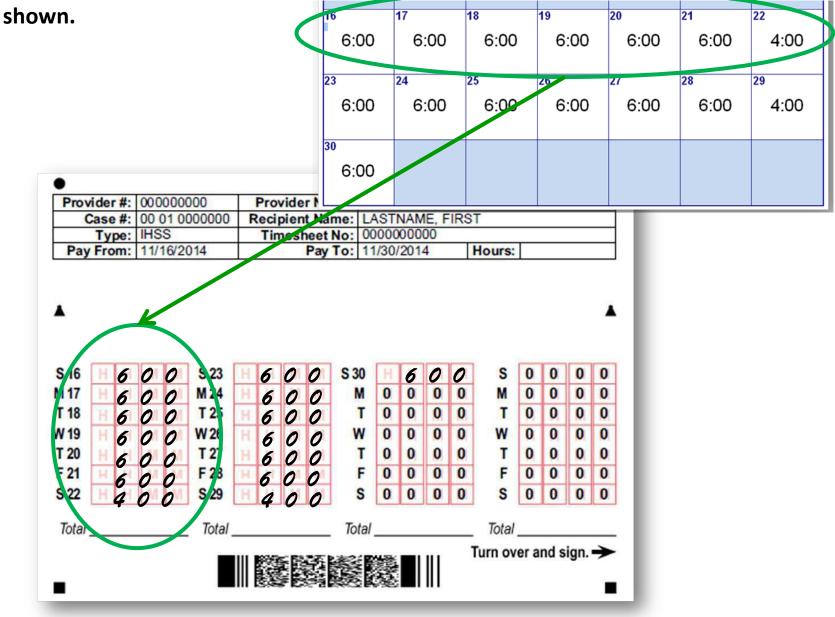
Make sure you have a way to keep track of the hours you have worked. It is a good idea to use a calendar for this.

| Sun                   | Mon                   | Tue                   | Wed                   | Thu                   | Fri                   | Sat                   |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1                     | 2                     | 3                     | 4                     | 5                     | 6                     | 7                     |
| 9                     | 10                    | 11                    | 12                    | 13                    | 14                    | 15                    |
| <sup>16</sup><br>6:00 | 17<br>6:00            | <sup>18</sup><br>6:00 | <sup>19</sup><br>6:00 | <sup>20</sup><br>6:00 | <sup>21</sup><br>6:00 | <sup>22</sup><br>4:00 |
| <sup>23</sup><br>6:00 | <sup>24</sup><br>6:00 | <sup>25</sup><br>6:00 | <sup>26</sup><br>6:00 | <sup>27</sup><br>6:00 | <sup>28</sup><br>6:00 | <sup>29</sup><br>4:00 |
| <sup>30</sup><br>6:00 |                       |                       |                       |                       |                       |                       |

| _     | _    |     |      |      |        |    | Prov  | vide  | r Na | me: L/ | LASTNAME, FIRST |     |     |   |         |      |      |      |   |  |
|-------|------|-----|------|------|--------|----|-------|-------|------|--------|-----------------|-----|-----|---|---------|------|------|------|---|--|
| (     | Case |     |      |      |        |    | lecip | bient | t Na | me: L/ | LASTNAME, FIRST |     |     |   |         |      |      |      |   |  |
| _     | Ty   | pe: | IHS  | S    |        | -  | Tin   | nesh  | eet  | No: 00 | 0000            | 000 | 00  | _ |         | _    |      |      |   |  |
| Pay   | Fro  | m:  | 11/1 | 6/2  | 014    | 1  |       |       | Pay  | To: 11 | /30/            | 201 | 4   |   | Hours:  |      |      |      |   |  |
|       |      |     |      |      |        |    |       |       |      |        |                 |     |     |   |         |      |      |      |   |  |
|       |      |     |      |      |        |    |       |       |      |        |                 |     |     |   |         |      |      |      |   |  |
| L     |      |     |      |      |        |    |       |       |      |        |                 |     |     |   |         |      |      |      |   |  |
|       |      |     |      |      |        |    |       |       |      |        |                 |     |     |   |         |      |      |      |   |  |
|       |      |     |      |      |        |    |       |       |      |        |                 |     |     |   |         |      |      |      |   |  |
|       |      | _   |      | _    |        | _  | _     | _     | _    |        | _               | _   | _   | - |         | _    | _    | -    | - |  |
| S 16  | H    | H   | M.   | M    | S 23   | H  | H     | M     | M    | S 30   | H               | H   | M   | M | S       | 0    | 0    | 0    | 0 |  |
| 117   | H    | н   | M    | M    | M 24   | H  | H     | M     | M    | M      | 0               | 0   | 0   | 0 | M       | 0    | 0    | 0    | 0 |  |
| T 18  | H    | H   | M    | M    | T 25   | н  | H     | M     | M    | т      | 0               | 0   | 0   | 0 | Т       | 0    | 0    | 0    | 0 |  |
| V 19  | H    | Н   | M    | M    | W 26   | Н  | н     | M     | M    | W      | 0               | 0   | 0   | 0 | w       | 0    | 0    | 0    | 0 |  |
| T 20  | H    | H   | M    | м    | T 27   | H  | H     | M     | M    | Т      | 0               | 0   | 0   | 0 | Т       | 0    | 0    | 0    | 0 |  |
| 21    | H    | H   | M    | M    | F 28   | н  | н     | M     | M    | F      | 0               | 0   | 0   | 0 | E       | 0    | 0    | 0    | 0 |  |
| S 22  | H    | U.  | M    | 1.0  | S 29   | L. | 11    | 3.0   | 1.0  | S      | 0               | 0   | 0   | 0 | S       | 0    | 0    | 0    | o |  |
| 5 22  | n.   | 10  | 101  | 1111 | 525    | 11 | 11    | - 101 | m    | 3      | U               | U   | U   | U | 3       | 0    | U    | U    | 0 |  |
| Total |      |     |      |      | Total  |    |       |       |      | Total  |                 |     |     |   | Total   |      |      |      |   |  |
| /ora/ |      |     |      |      | · ···· |    |       |       | _    | iotai  |                 |     |     |   |         | _    |      |      | ~ |  |
|       |      |     |      |      |        |    | 82 B  | < 6%  | CA I |        | 1.86            |     | ш   |   | Turn ov | er a | nd s | ign. | ~ |  |
|       |      |     |      |      |        |    | 103   | 88    | 2.1  |        | 294             |     | 111 |   |         |      |      |      |   |  |

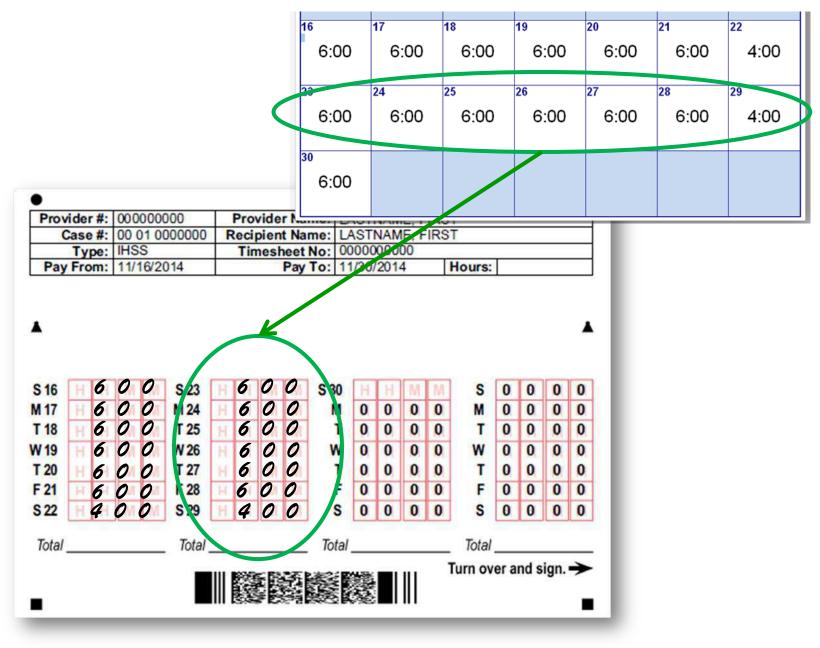


When filling out the timesheet write in the time you worked for each day as



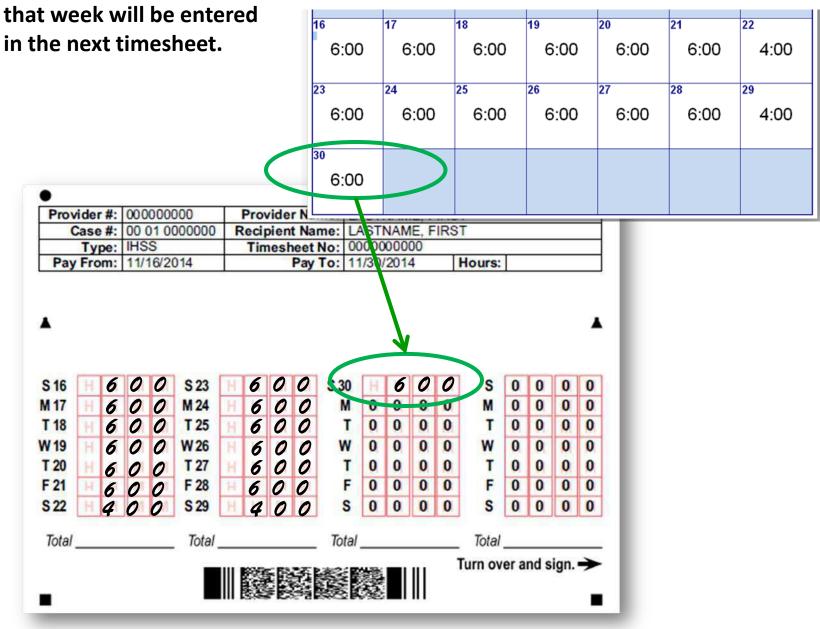


### Do the same for every week using the times you recorded on your calendar.





### The partial week will be entered as shown below. The remaining days of





- $\checkmark$  Follow the instructions on the timesheet.
- ✓ Timesheets *must* be signed by both the recipient and provider.
- ✓ Timesheets are organized by weeks. Dates not included in this pay period are indicated by the zeros.
- ✓ Ensure you have a way to track the hours you have worked (i.e., Calendar).
- When filling out the timesheet write the time you worked for each day. This should reflect the hours you have been tracking.