

# YMCA Childcare Resource Service

## RESPITE UNIT PROGRAM

### Time Sheet Procedures

#### In-Home

1. Time sheets are to be completed by the provider, not the parent.
2. Separate time sheets must be used for each client, even if they are siblings.
3. Time sheets must be completed in blue or black ink.
4. DO NOT use white out or correction fluid to correct errors on your time sheet.
5. An error on a time sheet may be corrected by crossing out the error and writing the correction along side of it. BOTH the provider and the parent must initial by any correction made to the date of care, time in, or time out listed on the time sheet. NEVER write over a number to correct. All corrections must be clear and legible. If your time sheet is missing initials by a correction or is not readable, you will be asked to resubmit the line on a new time sheet, with all required signatures, which may delay your payment.
6. Time sheets should be signed on the day respite is provided. DO NOT have the parent sign the time sheet in advance.
7. If you need a copy of your time sheet after it is submitted, please call our Payment Technician at ext 1406 or make a copy before submitting
8. All 'time in' and 'time out' should be rounded to the nearest 15 minute increment. (Example 5:15 not 5:20)
9. Total hours submitted on any time sheet should not exceed the total number of hours authorized for the client.
10. Parent signature is required after each day of care provided. No payment will be issued for any day of care that is missing a parent signature.
11. Provider signature is required at the bottom of each time sheet. No payment can be issued if provider signature is missing.
12. Providers will be reimbursed for round-trip mileage from their home to the client's home. Mileage will only be paid if listed on the time sheet, and cannot be submitted at a later date. When providing sibling respite, list the mileage on only one of the sibling's time sheets.
13. Time sheets may be mailed or walked in. Any time sheet received past the due date listed on your calendar will be processed in the next pay period.
14. You may also leave time sheets in the drop box that is located at the bottom of the main entrance of our Mission Valley office. The address is 3333 Camino Del Rio South #400, San Diego, CA 92108. On the last day to turn in time sheets, the box is checked at 8:00 am. Any time sheets left in the drop box after 8:00 am, will be considered late and be processed in the next pay period.
15. Turn in your time sheets at least once a month. This not only ensures that you retain an active status; it also ensures Regional Center that the client is using their respite hours. If a client does not use their respite hours the Regional Center may cancel services.

**I have read and understand the above procedures.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)