

## **IHSS Quality Assurance Notice: TIME SHEETS**

IHSS Fiscal will NOT process time sheets that are submitted early. Pay periods are from the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> – end of each month. Time sheets should be submitted on or after the 15<sup>th</sup> and the 1<sup>st</sup> of each month.

### **IHSS Clients/Consumers:**

- DO NOT SIGN BLANK TIME SHEETS (hours must be filled in). You are responsible for the accuracy of the hours worked by your provider.
- Do not sign time sheets that have been filled in BEFORE THE HOURS HAVE BEEN WORKED.
- Remember that IHSS can only pay providers for the services that have been authorized by your IHSS social worker.

### **Providers:**

- Do not claim all of your hours in the first few days of the pay period. (Note: Personal Care must be spread out through the pay period to be performed effectively.)
- Record the hours you work AFTER you work them throughout the pay period.
- Submit your timecards PROMPTLY. This is especially important if you qualify for health insurance.
- Timecards submitted BEFORE ALL THE HOURS SHOWN HAVE BEEN WORKED will be rejected and sent back to your employer/IHSS client. The time card must be corrected, initialed and re-dated by you and the IHSS client before it will be accepted. This may delay your paycheck.
- Remember that IHSS will NOT pay you for any hours worked when the consumer is not in the home (due to vacation, hospital stay, death or other reasons). IHSS can only pay you for the specific services authorized by IHSS.

**If you have any questions about completing or submitting time sheets, please call 454-5252. For payment information, contact IHSS Fiscal at 454-7315 and leave a message.**