

CHATSWORTH
21615 PLUMMER ST SOMETHING WAY ROAD ST 1
CHATSWORTH CA 91311

**IN-HOME SUPPORTIVE SERVICES (IHSS)
INDIVIDUAL PROVIDER
TIMESHEET**

Record your daily hours and minutes like these samples.

FIRST, LASTNAME
17830 SHERMAN WAY SOMETHING DRIVE APT 17
RESEDA CA 91335-3398

Did not work	H	H	M	M
6 hours 30 minutes	H	6	3	0
4 hours 45 minutes	H	4	4	5
10 hours	1	0	M	M
Total	2	1	1	5

Important Instructions

1. Use black ink only and press firmly. Numbers must be readable.
2. Do not send any other documents with the timesheet.
3. Only write in the hours, minutes, signature, and date boxes. Do not write in any box with a preprinted 0. Any extra writing on the timesheet can delay your paycheck.
4. You will not be paid for hours claimed more than the recipient's IHSS Program authorized hours.
5. You must enter hours for each day worked (Total line is optional).
6. **You and your Recipient must sign and date the back of your timesheet.**
7. Do not fold the timesheet. Do not use white out or correction tape on timesheet.

----- Cut along dotted line -----

Provider #:	000000000	Provider Name:	LASTNAME, FIRST	
Case #:	00 01 0000000	Recipient Name:	LASTNAME, FIRST	
Type:	IHSS	Timesheet No:	0000000000	
Pay From:	11/16/2014	Pay To:	11/30/2014	Hours:

S 16	H	H	M	M	S 23	H	H	M	M	S 30	H	H	M	M	S	0	0	0	0
M 17	H	H	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	H	H	M	M	T	0	0	0	0	T	0	0	0	0
W 19	H	H	M	M	W 26	H	H	M	M	W	0	0	0	0	W	0	0	0	0
T 20	H	H	M	M	T 27	H	H	M	M	T	0	0	0	0	T	0	0	0	0
F 21	H	H	M	M	F 28	H	H	M	M	F	0	0	0	0	F	0	0	0	0
S 22	H	H	M	M	S 29	H	H	M	M	S	0	0	0	0	S	0	0	0	0

Total _____ Total _____ Total _____ Total _____

Turn over and sign. →



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Detach Instructions Before Mailing.

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

Recipient's Signature	Date	Provider's Signature	Date

**Mail Detached Timesheet To:
IHSS Timesheet Processing Facility • PO Box 272862 • Chico, CA 95927-2862**