

San Mateo County Public Authority for In - Home Supportive Services Office: 225 37th Avenue, San Mateo, CA 94403 – 4324 Mailing: P.O. Box 5892, San Mateo, CA 94402



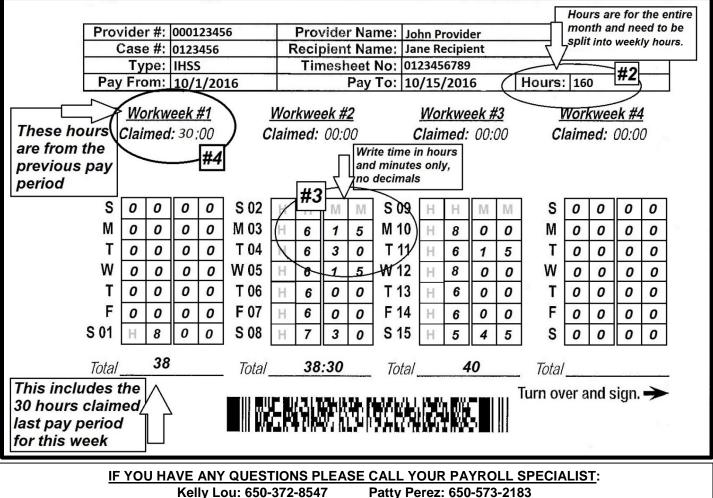
1. Both Recipient and Provider MUST sign and date the back of the timesheet.

(650) 573 - 3900 Fax: (833) 285 - 1128

- 2. Monthly service hours should be split into weekly hours. Know your client's weekly and monthly authorized hours (see #2 below).
- 3. Time worked should be written in hours and minutes only, no decimals (see #3 below).
- 4. Claimed row shows how many hours you claimed for the week on your last timesheet. Include claimed hours when calculating your weekly hours. Avoid going over your weekly maximum hours (see #4 below).
- 5. Use one line only to cross out mistakes and write the correction in the same box.

Example:

8 •**5**



Kelly Lou: 650-372-8547Patty Perez: 650-573-2183Brenda Corzantes: 650-372-8557Leonard Toy: 650-573-4258Kelly Chan: 650-573-2047Visit: smchealth.org/publicauthorityfor more information