CATHOLIC CHARITIES

SELF-DIRECTED HOME CARE SERVICES

HOW TO Document Your Home Helper's Time and Pay



888-477-2263

Scheduling Services:

- One ISS consumer receives 8 -10 hours per month:
 8 hours in 4-week month, 10 hours in a 5-week month.
 For couples: Each individual receives 7.5 hours monthly for a combined total of 15 hours
 Maximum hours per calendar year: 104
- How you schedule those hours over the month is up to you and your Home Helper. Scheduled appointments that have to be cancelled due to inclement weather, as an example, can be rescheduled between you and your Home Helper, but must be rescheduled before the end of the calendar month.
- Use a calendar to keep a running monthly total of the hours, to make sure that you do not exceed these totals.
- Submit time sheets every two weeks according to the schedule that you receive in your monthly SD packet. Checks are sent every other Friday.
- The mailing address and fax number are on every time sheet.
- You will receive a Self-Direct packet each month, including timesheets plus a few mailing labels.

Completing Time Sheets

- Enter the time your Home Helper arrives and leaves.
- Enter time in ¼ hour (15 minute) segments, always rounding to the nearest quarter hour, express as .25, .50, or .75.
- Clearly print your name on the "Consumer Name" line and sign on the "Consumer Signature" line. Your Home Helper, the employee, signs on the "Employee Signature" line.
- · Mail timesheets to ISS EVERY two weeks.

Please review sample on the following pages.



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Self Directed Care Timesheet Catholic Charities Maine Independent Support Services (ISS)

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Self Directed Care Timesheet Catholic Charities Maine Independent Support Services (ISS)

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