

IHSS Timesheet Do's and Don'ts

DO'S

- Use BLACK ink only
- Write only within the boxes specified
- Sign your timesheet (on the back)
- Have your IHSS recipient sign your timesheet (on the back)
- Double check your timesheet for accuracy
- Print clearly

Do Not

- Use white-out, cross out or rewrite hours
- Fold, wrinkle or staple anything to your timesheet
- Write in boxes marked with 00:00
- Put anything in the envelope with your timesheet

MAKE SURE YOU WRITE YOUR RETURN ADDRESS IN THE TOP LEFT CORNER OF THE ENVELOPE!