Consum	ner:					Direct Support Worker:							
Service: (Circle One) So Paycycle			SCA		Private Pay		Respite		Comprehensive Support				
Date			1		T				Duties		DSW	Cons	
(M/DD)	IN (AM/PM)	OUT <mark>(AM/PM)</mark>	IN <mark>(A</mark>	1/PM)	OUT <mark>(</mark> A	AM/PM)	HMKR-SCA	ATCR-SCA	Provided*	Total Hours		Init.	
					<u> </u>								
			<u> </u>		<u> </u>								
			<u> </u>		<u> </u>								
			<u> </u>										
			<u> </u>		+						<u> </u>		
					<u> </u>								
										Pay Period Hours			
				FOR OFFICE USE ONLY: POC TOTAL					TS TOTAL				
Duties Provided - SCA				Duties Provided - SCA				CA	Duties Provided				
Attendant Care				Homemaker					Private Pay				
Code Duties					Code		Duties		Respite Care				
1 Bathing/Grooming					7 Meal Prep			Comprehe	nsive Suppo	ort]		
2 Dressing/Undressing					8 Shopping				_				
3 Toileting 4 Transfer				9 Money Mgmt 11 Laundry/Housekeeping				-					
5 Walking/Mobility					12 Meds (cueing)				-				
6 Eating							0/		1				

LINK, INC. CONSUMER DIRECTED FINANCIAL MANAGEMENT SERVICES PROGRAM

I certify that the hours recorded are correct and performed satisfactorily.

I certify that the hours recorded are correct.

SIGNATURE OF CONSUMER

DATE

SIGNATURE OF Direct Support Worker

2401 E. 13th St.

Hays, KS 67601

FAX: 785-625-6137

DATE

Fill in times on sheet daily. Be sure to use AM and PM. Consumers are responsible for: gathering the timesheets, checking for accuracy, signing, sending and/or bringing timesheets to: LINK, INC - DSW Program

LARGE PRINT TIMESHEETS

ARE AVAILABLE UPON REQUEST

FOR VISION IMPAIRED DSW'S

Questions: 1-800-569-5926 or 785-625-6942

TIMESHEET INSTRUCTIONS

Please follow the "PAY SCHEDULE" provided to you:

- 1) Please make sure to use this time sheet
- 2) The month and dates need to be filled on the left side of the timesheet.
- 3) When faxing the timesheet, fax only the front side. The back side of the timesheet does not need to be faxed to LINK.
- 4) Please mail timesheets to arrive in our office by the date listed on the "PAY SCHEDULE".
- 5) Timesheets submitted after the deadline will be paid with the next pay period.
- 6) DSW's CANNOT be paid while consumer is in hospital.
- Consumer and/or DSW MUST contact LINK any time a consumer is hospitalized.

7) All times must include AM or PM.

When your supply of timesheets is low, please send a note with your current timesheets requesting more, or go to our website at www.linkinc.org, Financial Management Services Tab, and click on 2021 Timesheets. Be sure to put the consumer's name and address on the note, as this is where they will be sent.

Knowingly submitting timesheets with false information is fraud and consumers and/or Direct Support Workers can be prosecuted.

Services may be discontinued to any consumer who knowingly submits false time sheets.

Consumers are responsible to ensure the plan of care is strictly followed. Do not have DSW's exceed the allotted hours on the Plan of Care.

DSW'S CANNOT WORK OVER 40 HOURS PER WEEK!

ALL DSW'S MUST BE 18 YEARS OF AGE OR OLDER!

LINK, INC. CONSUMER DIRECTED FINANCIAL MANAGEMENT SERVICES PROGRAM