

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 $\frac{1}{4}$ 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.





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

Consumer Name (Last, First) Jenef, Jelf

Week Start Date 6/2/19

Week End Date 6/8/19

Day	Date	Time In	Time Out	Total Service Time
Mon				
Tue	6/4	10:00 AM	12:00 PM	2
Wed				
Thurs				
Fri				
Sat				
Total Hours for Week				2

ISS Worker Tasks	Mon	Tue	Wed	Thurs	Fri	Sat
<i>Please check tasks performed during visit.</i>						
Clean Kitchen		✓				
Clean Bedroom/Make/Change Bed		✓				
Clean Bathroom		✓				
Dusting/Wiping/Tidying		✓				
Empty Trash		✓				
Living Area/Dusting/Vacuuming						
Laundry						
Meal Prep/Food Storage						
Vacuum/Sweep/Wash Floors						
Groceries/Errands/Transportation						
Organizing						

Consumer Signature [Signature]
Employee may not sign for consumer. It must be the actual consumer's (or designed) signature.

Worker Signature [Signature]

Worker Name (print) Senef, Jelf

Worker Phone # 207-000-0000

MAIL TO: Catholic Charities Maine
ISS Self Direct
P.O. Box 10660
Portland, ME 04104-0660

Mail after your last visit of the week.

Fax: 207-523-2704 or E-mail: ISSTIMESHEETS@CCMAINE.ORG
Catholic Charities Maine ISS Phone Number: 1-888-477-2263



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

Consumer Name (Last, First)

Jene F Jelf

Week Start Date

6/9/19

Week End Date

6/15/19

Day	Date	Time In	Time Out	Total Service Time
Mon				
Tue	6/11	9:30AM	11:30AM	2
Wed				
Thurs				
Fri				
Sat				
Total Hours for Week				2

ISS Worker Tasks	Mon	Tue	Wed	Thurs	Fri	Sat
<i>Please check tasks performed during visit.</i>						
Clean Kitchen						
Clean Bedroom/Make/Change Bed						
Clean Bathroom						
Dusting/Wiping/Tidying						
Empty Trash						
Living Area/Dusting/Vacuuming						
Laundry		✓				
Meal Prep/Food Storage		✓				
Vacuum/Sweep/Wash Floors						
Groceries/Errands/Transportation					✓	
Organizing						

Consumer Signature

Jef Jelf

Employee may not sign for yourself. It must be the actual consumer's (or designee) signature.

Worker Signature

Jef Jelf

Worker Name (print)

Jene F Jelf

Worker Phone #

207-000-0000

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 Portland, ME 04104-0660

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

Consumer Name (Last, First)

Jenef, Jelf

Week Start Date 6/16/19

Week End Date 6/22/19

Day	Date	Time In	Time Out	Total Service Time
Mon				
Tue	6/18	9:15am	11:00am	1.75
Wed				
Thurs				
Fri				
Sat				
Total Hours for Week				1.75

ISS Worker Tasks	Mon	Tue	Wed	Thurs	Fri	Sat
<i>Please check tasks performed during visit.</i>						
Clean Kitchen		✓				
Clean Bedroom/Make/Change Bed		✓				
Clean Bathroom		✓				
Dusting/Wiping/Tidying		✓				
Empty Trash		✓				
Living Area/Dusting/Vacuuming						
Laundry						
Meal Prep/Food Storage						
Vacuum/Sweep/Wash Floors						
Groceries/Errands/Transportation						
Organizing		✓				

Round to: 1.25, 1.5, 1.75

Consumer Signature [Signature]
Employee may not sign for consumer. It must be the actual consumer's (or designee) signature.

Worker Signature [Signature]

Worker Name (print) Jenef, Jelf

Worker Phone # 207-000-0000

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 ISS Self Direct
 P.O. Box 10660
 Portland, ME 04104-0660

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

Consumer Name (Last, First) Jenef, Jelf

Week Start Date 6/23/19 Week End Date 6/29/19

Day	Date	Time In	Time Out	Total Service Time
Mon				
Tue	6/25	8:30am	10:00am	1.5
Wed				
Thurs				
Fri				
Sat				
Total Hours for Week				1.5

ISS Worker Tasks	Mon	Tue	Wed	Thurs	Fri	Sat
<i>Please check tasks performed during visit.</i>						
Clean Kitchen						
Clean Bedroom/Make/Change Bed						
Clean Bathroom						
Dusting/Wiping/Tidying						
Empty Trash		✓				
Living Area/Dusting/Vacuuming						
Laundry						
Meal Prep/Food Storage		✓				
Vacuum/Sweep/Wash Floors						
Groceries/Errands/Transportation			✓			
Organizing						

Round to: 1.25, 1.5, 1.75

Consumer Signature [Signature]
Employee may not sign for consumer. It must be the actual consumer's (or designee) signature.

Worker Signature [Signature]

Worker Name (print) Senef, Jelf

Worker Phone # 207-000-0000

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