



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Respite Time Sheet Procedures**

1. Time sheets are to be completed by the provider, not the parent.
2. Separate time sheets must be used for each client, even if they are siblings.
3. Time sheets must be completed in blue or black ink only.
4. DO NOT use white out or correction fluid to correct errors on your time sheet. An error on a time sheet may be corrected by crossing out the error and writing the correction along side of it. Both the provider and the parent must initial by any correction made to the date of care time in, or time out listed on the time sheet. Never write over a number to correct. All corrections must be clear and legible. If your time sheet is missing initials by a correction or is not legible, you will be asked to resubmit the line that's in question on a new time sheet, with all required signatures, which may delay your payment. Leave time sheets in their original form. Tampering with time sheets in any way will not be processed and returned to the provider.
5. All 'time in' and 'time out' columns should be rounded to the nearest 15 minute increment. Ex: use 12:15 PM not 12:18 PM.  
**12:00 PM is NOON; 12:00 AM is MIDNIGHT.** AM or PM needs to be circled.
6. Total hours submitted on any time sheet should not exceed the total number of hours authorized for the client by Regional Center. If you have questions regarding this or need another authorization sent to you, please contact the Respite Unit.
7. Time sheets should be signed on the day respite is provided. Do not have the parent sign the time sheet in advance. No payment will be issued for any day of care that is missing a parent signature.
8. Provider signature is required at the bottom of each time sheet. No payment can be issued if provider signature is missing.  
**IN HOME PROVIDERS:** You must not work under 2 hours in any one given day. You may work 1 hour at one part of the day and another 1 hour at another part of the day, but never just 1 hour with in one day. Families will be deducted 2 of their Regional Center hours even if you are only working 1 hour.
9. Providers will be reimbursed for round-trip mileage from their home to the client's home. Mileage will only be paid if listed on the time sheet, and cannot be submitted at a later date. When providing sibling respite, list the mileage on only one of the sibling's time sheets. The maximum mileage reimbursement is 40 miles round trip.
10. Only time sheets with original signatures are accepted. Timesheets are due Monday of the Friday before pay day by 8:00am. Any time sheet received past the due date listed on your calendar will be processed next pay period. You may mail, walk in or drop off time sheets in the white drop box located in front of the main entrance of our Mission Valley office ONLY- 3333 Camino Del Rio S. Suite 400 San Diego 92108. The drop box is checked at 8:00 AM on the due date, and any time sheets submitted in the drop box after 8:00 AM on the due date will be considered late and be processed next pay period. We do not accept faxed, scanned, emails or copies of time sheets of any kind.
11. **Turn in time sheets at least once a month.** This not only ensures that you retain an active status within the Respite Unit, it also ensures Regional Center that the client is using their respite hours thus not be lowered or eliminated.
12. It is the **provider's responsibility** to fill out their timesheets in their entirety before submitting to the Respite Unit. This includes: provider ID number, client ID number, providers entire name, clients entire given name (no nick names), provider and client phone numbers, parent and provider signatures, clear circling of AM and PM, total hours and miles at the bottom of the time sheet. All fields on the timesheet are to be filled out prior to submitting. If you do not have this information, please contact the Respite Unit.

**\*\* If a time sheet is illegible, it will not be processed and will be returned to the provider to correct and resubmit.**

### **YMCA Childcare Resource Service**

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