

## COMMUNITY BASED SERVICES PROGRAM 880.0A TIMESHEET FORM

**COMMUNITY BASED SERVICES WORKER:** \_\_\_\_\_ **Pay Period:** \_\_\_\_\_

**PERSON RECEIVING SERVICE** (first & last name): \_\_\_\_\_ **Please check if this is a relief shift:** \_\_\_\_\_

### Actual Hours Worked

**Month:** \_\_\_\_\_

<b>DATE</b>																			
Start time																			
Finish time																			
<b>Total hours</b>																			<b>Total Hours</b>

**Month:** \_\_\_\_\_

<b>DATE</b>																			
Start time																			
Finish time																			
<b>Total hours</b>																			<b>Total Hours</b>

	Date(s)	Other Information	Shift hours usually worked	Total hours
<b>Sick</b> <small>(contact manager &amp; family)</small>				
<b>Vacation</b> <small>(request in writing &amp; notify family)</small>				
<b>Professional Development</b> <small>(training, meetings, report writing, in-service)</small>				

	<b>For Office Use Only</b>			
	Regular hours: _____		Sick: _____	
	Relief/other hrs: _____		Vacation Paid: _____	
	Overtime: _____		Stat. Paid: _____	
	Stat. Worked: _____		Meeting: _____	
	New Staff Training: _____		Reports: _____	
	Special: _____		Training: _____	
<hr/> <b>Parent/Guardian/Person Receiving Service</b> <b>Signature (mandatory)</b>				
<hr/> <b>Manager Signature</b>				

**COMMUNITY BASED SERVICES  
849.0A PROGRAM EXPENSES**

**CBS Worker:** \_\_\_\_\_ **Person Receiving Service:** \_\_\_\_\_

**MILEAGE** (Actual Klm while person receiving service is in vehicle)

Date	From	Destinations (record all destinations)	Drop Off	Total Klm

**Total Klm:** \_\_\_\_\_

**EXPENSES** (STAPLE all receipts to Mileage and Contract Expenses form)

Date	Item	Location	Relates to Which Outcome(s)	Cost

**Total Cost:** \_\_\_\_\_

Barrier codes **A** = PRS sick = **B** = PRS on vacation **C** = CBSW sick **D** = CBSW on vacation **E** = PRS cancelled shift **F** = PRS refused activity

Note: This information will be used in completing the PFP Summary report. Additional comments may be attached using a separate sheet.