


# HOMEMAKER Time and Activity Documentation

**TIMESHEETS ARE DUE BY 4:30PM MONDAY AFTER WEEK 2**

WEEK 1 of pay period	MON	TUE	WED	THU	FRI	SAT	SUN	WEEK 2 of pay period	MON	TUE	WED	THU	FRI	SAT	SUN		
Month/Day/Year								Month/Day/Year									
<b>VISIT ONE</b>								<b>VISIT ONE</b>									
TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM		
TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM		
Visit 1 Hours:								Visit 1 Hours:									
<b>VISIT TWO</b>								<b>VISIT TWO</b>									
TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME IN	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM		
TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	TIME OUT	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM		
Visit 2 Hours								Visit 2 Hours									
Total your daily hours in the boxes below								Total your daily hours in the boxes below									
Total Daily Hrs:								Total Daily Hrs:									
WEEK 1							HMKR Wk 1 Total hours:		WEEK 2							HMKR Wk 2 Total hours:	
<b>Activities</b>								<b>Activities</b>									
Tidy Bathroom								Tidy Bathroom									
Vacuum								Vacuum									
Make Bed								Make Bed									
Dust								Dust									
Sweep								Sweep									
Mop								Mop									
Wash Dishes								Wash Dishes									
Take Out Trash								Take Out Trash									
Change Linens								Change Linens									
Run Errands								Run Errands									
Laundry								Laundry									
Other (note on back)								Other (note on back)									

**Acknowledgements & Signatures:** After the PCA has documented his/her time and activity, the recipient must draw a line through any dates and times he/she did not receive services from the PCA. Review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payment. Your signature verifies the time and services entered above are accurate and that the services were performed as specified in the PCA Care Plan. I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually worked, the services I provided, and the dates and times worked. I understand that misreporting my hours is fraud for which I could face criminal prosecution.

<b>Print Recipient Name</b>	<b>MA Member # or DOB</b>	<b>You must initial cares provided. Do not pre-fill or pre-sign/date timesheets.</b>	
		Every date box must have month/day/year for entire timesheet & include AM/PM notation	
		<b>Incomplete, incorrect, or illegible timesheets cannot be accepted for billing.</b>	
<b>Recipient/Responsible Party Signature:</b>	<b>Date:</b>	<b>Total Hours</b> (office use)	
<b>Print PCA Name</b>	<b>PCA Provider # (office use)</b>		
<b>PCA Signature</b>	<b>Date:</b>	<b>Late timesheets will not be processed until the next payroll cycle (2 more weeks)</b>	
<b>Dates &amp; location of client stay in hospital or care facility or incarceration:</b>			

**Narrative, if applicable:**

<b>2024 Pay Periods and Pay Days</b>				
Charting is due every other <b>MONDAY</b> by <b>4:30 PM</b> , after week 2 is over. Payday is <b>FRIDAY</b> .				
<b>Pay Period</b>			<b>T/S Due</b>	<b>Payday</b>
12/11/2023	-	12/24/2023	<b>12/25/2023</b>	1/5/2024
12/25/2023	-	1/7/2024	<b>1/8/2024</b>	1/19/2024
1/8/2024	-	1/21/2024	<b>1/22/2024</b>	2/2/2024
1/22/2024	-	2/4/2024	<b>2/5/2024</b>	2/16/2024
2/5/2024	-	2/18/2024	<b>2/19/2024</b>	3/1/2024
2/19/2024	-	3/3/2024	<b>3/4/2024</b>	3/15/2024
3/4/2024	-	3/17/2024	<b>3/18/2024</b>	3/29/2024
3/18/2024	-	3/31/2024	<b>4/1/2024</b>	4/12/2024
4/1/2024	-	4/14/2024	<b>4/15/2024</b>	4/26/2024
4/15/2024	-	4/28/2024	<b>4/29/2024</b>	5/10/2024
4/29/2024	-	5/12/2024	<b>5/13/2024</b>	5/24/2024
5/13/2024	-	5/26/2024	<b>5/27/2024</b>	6/7/2024
5/27/2024	-	6/9/2024	<b>6/10/2024</b>	6/21/2024
6/10/2024	-	6/23/2024	<b>6/24/2024</b>	7/5/2024
6/24/2024	-	7/7/2024	<b>7/8/2024</b>	7/19/2024
7/8/2024	-	7/21/2024	<b>7/22/2024</b>	8/2/2024
7/22/2024	-	8/4/2024	<b>8/5/2024</b>	8/16/2024
8/5/2024	-	8/18/2024	<b>8/19/2024</b>	8/30/2024
8/19/2024	-	9/1/2024	<b>9/2/2024</b>	9/13/2024
9/2/2024	-	9/15/2024	<b>9/16/2024</b>	9/27/2024
9/16/2024	-	9/29/2024	<b>9/30/2024</b>	10/11/2024
9/30/2024	-	10/13/2024	<b>10/14/2024</b>	10/25/2024
10/14/2024	-	10/27/2024	<b>10/28/2024</b>	11/8/2024
10/28/2024	-	11/10/2024	<b>11/11/2024</b>	11/22/2024
11/11/2024	-	11/24/2024	<b>11/25/2024</b>	12/6/2024
11/25/2024	-	12/8/2024	<b>12/9/2024</b>	12/20/2024
12/9/2024	-	12/22/2024	<b>12/23/2024</b>	1/3/2025
12/23/2024	-	1/5/2025	<b>1/6/2025</b>	1/17/2025