

## **Tips for Avoiding Violations**

Make a copy of the timesheet before you submit – this will help you with hours that carry over from the previous timesheet.

Call before you submit your timesheet if you are concerned or have a question.

A provider cannot work more than 66 hours a week when working for multiple recipients.

Do not use a calculator to add hours and minutes.

There are 60 minutes to one hour. Adding incorrectly may cause a violation.

Contact the social worker if the recipients request a provider to work extra time. Time and task must be authorized to avoid a violation.