



June 2021

Caregiver's Time sheets

Employer Name (Member): _____

Phone: _____

Employee Name (Caregiver): _____

Phone: _____

Has the Employer's health changed? Same Declined Improved Do you live with the member? Yes No
 Were the Employer and/or Caregiver injured during anytime this month? Yes No
 Was the Employer hospitalized during anytime this month? Yes No Date Admitted: _____ Discharged: _____

YOU MUST CHECK THE BOXES OF ALL DUTIES PERFORMED (Drawing lines are not acceptable)

Day/Date	Meal Prep and /or Feeding	Bathing and/or Grooming	Dressing	Assist with Meds	Toileting	Mobility/ Transferring	Housework and/or Laundry	Errands and/or Shopping	Time In	Circle One	Time Out	Time Out	For Office Use Only
Week 1													
Tue 1st										am pm		am pm	
Wed 2nd										am pm		am pm	
Thu 3rd										am pm		am pm	
Fri 4th										am pm		am pm	
Sat 5th										am pm		am pm	
Week 2													
Sun 6th										am pm		am pm	
Mon 7th										am pm		am pm	
Tue 8th										am pm		am pm	
Wed 9th										am pm		am pm	
Thu 10th										am pm		am pm	
Fri 11th										am pm		am pm	
Sat 12th										am pm		am pm	
Week 3													
Sun 13th										am pm		am pm	
Mon 14th										am pm		am pm	
Tue 15th										am pm		am pm	
Wed 16th										am pm		am pm	
Thu 17th										am pm		am pm	
Fri 18th										am pm		am pm	
Sat 19th										am pm		am pm	
Week 4													
Sun 20th										am pm		am pm	
Mon 21st										am pm		am pm	
Tue 22nd										am pm		am pm	
Wed 23rd										am pm		am pm	
Thu 24th										am pm		am pm	
Fri 25th										am pm		am pm	
Sat 26th										am pm		am pm	
Week 5													
Sun 27th										am pm		am pm	
Mon 28th										am pm		am pm	
Tue 29th										am pm		am pm	
Wed 30th										am pm		am pm	
Thu 31st										am pm		am pm	

Total: _____

I confirm that the information above is accurate and true and does not include hours the employee did not, when the employer was hospitalized, and/or for services the employee did not provide. I understand that claiming hours not worked, when the employer was hospitalized, and/or for services that were not provided is Medicare/Medicaid fraud, and is a felony under law. I agree to allow Metro Solutions to deduct from subsequent earnings all overpayments issued to and received by the employee. I understand that all requirements must be met for payment to be authorized and paid. If the requirements are not met it will be the employer's responsibility to make payments to their employee. I further understand that Metro Solutions cannot pay the employee more than the units approved by the employer's Integrated Health Plan (ICO). I confirm the statements made in this document are accurate and true.

EMPLOYER SIGNATURE: _____
(Member)

Date: _____

EMPLOYEE SIGNATURE: _____
(Caregiver)

Date: _____

For time sheet due dates, please refer to the Member/Caregiver Information Booklet
 Time sheets that are received after the due date will be processed within 7-10 business days of receipt.