FLORIDA CDC+ WEEKLY TIMESHEET

Employee:	Employee ID Number		Plan Sections R = Services Section S = Savings Plan T = Short Term Expenditures
Consumer:	Consumer ID Number		

Consumer/Representative contact information if APD has questions:	Phone #:	Email:

Year: | From Monday, | through Sunday,

Date Worked		Service	Enter Plan	Back Up	Time IN						Time OUT						Time IN						Time OUT						Total Hrs.
Mo	Day	Code	Section*		H	H	M	M	AM	PM	H	H	M	M	AM	PM	H	H	M	M	AM	PM	H	H	M	M	AM	PM	Worked

Service Code Totals:	#			#			#				
	#			#			#			ALL: 0.00	0.00

This is required information: Live-in Employee: Yes: ____ No: ____

Employee Signature	Date	Consumer/Representative Signature	Date

We certify that the above information is true, accurate and complete. (Signatures of both employee and consumer/representative are required.)

NOTE:

1. You must indicate if the employee is a live-in employee. To qualify as a live-in, the employee must live with the consumer or stay overnight during the course of providing the service. Live in employees are not paid time and a half when they work more than 40 hours in a work week.
2. The CDC+ work week is from 12:00 AM (midnight) on Monday to 11:59 PM on Sunday.
3. ***The consumer/representative is responsible for entering the Section of the Purchasing Plan** in which the employee's services are budgeted. If budgeted in Services, enter R; if budgeted in Savings, enter S; if budgeted in the Short Term Expenditures section, enter T.
4. **The consumer/representative is responsible for entering a Y or N in the Back Up column** if the employee is working as an Emergency Back Up (EBU) provider based on the approved Purchasing Plan that covers this work week. EBUs are only budgeted in the Services Section.