

## Ohio Elderly Services Program Timesheet

*Make plenty of copies of this timesheet. This is the only timesheet that will be accepted. If you make a mistake, mark a single line through the mistake, initial beside it and make the correction nearby. On days that the worker does not work, you may leave it blank.*

Participant Name: \_\_\_\_\_ Participant Palco ID: \_\_\_\_\_

Worker Name: \_\_\_\_\_ Worker Palco ID: \_\_\_\_\_ Month/Year: \_\_\_\_\_ / \_\_\_\_\_

Day of Month	Service Code	Time In					Time Out				
		H	H	Min-	Round to the nearest 15 min		H	H	Min-	Round to the nearest 15 min	
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	CDC Blended T2041	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Optional Checklist:**

<input type="checkbox"/> Date & time in/out including AM/PM	<input type="checkbox"/> Timesheet submitted after hours worked	<input type="checkbox"/> Blue or black ink
<input type="checkbox"/> Bubbles filled in completely ●	<input type="checkbox"/> Employer & worker both signed	<input type="checkbox"/> Did <b>NOT</b> use white-out

*Your signature confirms that these hours were actually worked. Submitting a timesheet for hours not actually worked, is considered fraud. Please note, your signature date must be on or after the last date worked.*

**Employer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Worker Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please return this form to Palco via email: [timesheets@palcofirst.com](mailto:timesheets@palcofirst.com) or via fax to 1.877.859.8757  
 The most effective method of submitting timesheets with Palco is online at <https://connect.palcofirst.com>  
 please consider this instead of paper. Timesheets are due by 12pm on the 1<sup>st</sup> and 16<sup>th</sup> of every month.*