

H.O.P.E. Group Habilitation Time Sheet

- ❖ Monthly Habilitation Report **MUST** Accompany Habilitation Time Sheet
- ❖ **DO NOT USE** White Out, Pencil or Staples, **USE Blue or Black Ink ONLY**
- ❖ Time Sheet **will not** be processed without both signatures at the bottom
- ❖ Guardian/Parent must initial mistakes or mark-outs
- ❖ Time entries must be rounded off to the nearest quarter hour
- ❖ Timesheets are generally due on the 4th before 4:30p.m. – due dates may vary, please see Pay Date Schedule

Client _____ Month / Year of Service _____
 Employee _____ Support Coordinator _____

Date	Time In	Time Out	# of Hours	Date	Time In	Time Out	#of Hours
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	

Total Hours: _____

We certify that these time entries accurately reflect the Habilitation services provided. We acknowledge Habilitation services **ARE NOT** to exceed 8 hours per day or 40 hours per week, and if 8 hours are billed in one day they should not be billed consecutively without prior approval from H.O.P.E. Group (breaks must be taken). We certify that Habilitation services were provided before 7p.m. and that NO medications or transportation have been provided without prior approval from H.O.P.E. Group. We certify that a detailed, daily record of progress is maintained at the service site. Employee certifies that she/he has reviewed the Pre-Service Meeting Plan, for this client. Guardian/Parent acknowledges that she/he is responsible for any Habilitation service hours which exceed the number of Habilitation service hours allocated to them by DDD.

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	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
	p.m.	p.m.			p.m.	p.m.	
	a.m.	a.m.			a.m.	a.m.	
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	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	
	a.m. p.m.	a.m. p.m.			a.m. p.m.	a.m. p.m.	

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