

Respite to Recharge Timesheet for Respite Providers



Instructions: Complete one timesheet every pay period per family. If you provide care for more than one family, complete a separate sheet for each family. Submit to karen.carothers@formedfamiliesforward.org by 11:59 p.m. the Sunday following the end of the pay period. Timesheets submitted late will be paid the following pay period. Note period end dates are as follows: __ 7/3/20; __ 7/17/20; __ 7/31/20; __ 8/14/30; __ 8/28/20; __ 9/11/20; __ 9/25/20; __ 10/9/20; __ 10/23/20; __ 11/6/20; __ 11/20/20; __ 12/4/20; __ 12/18/20; __ 1/1/21. **See attached for list of pay periods and due dates.**

Respite Provider Name: _____

Kinship Family: _____

Child(ren) watched: _____

Date	# of Children	Start Time	End Time	Hours/Minutes	Kinship Initials
Total					

I certify that, to the best of my knowledge, the above information is factual and accurate, and that respite labor for the Respite to Recharge program has not exceeded 10 hours per week.

 Kinship Family Signature/ Date | Respite Provider Signature/ Date

RESPIRE TO RECHARGE PROGRAM
Timesheet Pay Periods and Due Dates

<u>Pay Period</u>	<u>Due (no later than 11:59 p.m.)</u>
June 20 - July 3	July 5, 2020
July 4 - July 17	July 19, 2020
July 18 - July 31	August 2, 2020
August 1 - August 14	August 16, 2020
August 15 - August 28	August 30, 2020
August 29 - September 11	September 13, 2020
September 12 - September 25	September 27, 2020
September 26 - October 9	October 11, 2020
October 10 - October 23	October 25, 2020
October 24 -November 6	November 8, 2020
November 7 - November 20	November 22, 2020
November 21 - December 4	December 6, 2020
December 5 - December 18	December 20, 2020
December 19, 2020 - January 1, 2021	January 3, 2021

REMINDER: Timesheets must be submitted on or before the due dates above to:
karen.carothers@formedfamiliesforward.org. Timesheets submitted late will be paid the following pay period.