Self Determination/Choice Voucher - Payroll/Progress/Service Note

Pay periods are the 1st-15th and the 16th-end of month. Timesheets are due by the 3rd (period of 16-31st) and 18th (period of 1st-15th) of each month. Paydays are the 15th and 30th of each month. Bank's Stop Check fee is $30 (paid by employee). Timesheets need to be signed by both the Employee and Employer after each pay period. You are required to stay within the allowed budgeted hours for the Employer, otherwise those hours won't be paid by CLN.

Employer: _____ Phone #: _____ Pay Period:

Employee: _____ Phone #: _____ _____/_____/_____ to _____/_____/_____

Date	Start Time	AM/PM	Stop Time	AM/PM	Hours	Service	Notes (Please print legibly using blue or black ink)

CLS: ☐ Respite: ☐ CLS Holiday ☐ Respite Holiday ☐ Training ☐

Employee Signature: _____
Date

Employer Signature: _____
Date

My signature certifies that I have reviewed this information and to the best of my knowledge, it is true and complete. It also certifies *that I, the Consumer or Consumer Representative, knowingly provide service note information to my Fiscal Intermediary, waiving any confidentiality claims.*

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