

COUNTY OF ORANGE SOCIAL SERVICES AGENCY

ADULT SERVICES POLICIES AND PROCEDURES MANUAL

Subject:	Processing In-Home Supportive Services (IHSS) Timesheets	Number:	SH 40.7.2
Approved:	Signature on File	Date:	03-01-2009

POLICY

IHSS staff is responsible for processing IHSS provider timesheets and payments are issued by the State Controller's Office (SCO).

Timesheets are to be processed to ensure a provider's check is mailed by the SCO no later than ten (10) calendar days from the date a timesheet is received by the County. It is Orange County policy to process timesheets as soon as possible after receipt, generally within one (1) business day. Once IHSS staff enters a timesheet in the Case Management, Information, and Payrolling System (CMIPS), a minimum of three (3) business days are required for processing by SCO and the physical mailing of a check.

All timesheets must be reviewed prior to data entry into CMIPS to ensure consistency between hours claimed and hours authorized.

IHSS/PCSP timesheets shall be physically retained in their original form for a minimum of five and one-half (5 ½) years.