

## Tips for Avoiding Fraud

As an In-Home Supportive Services (IHSS) provider, there are some things that you can do to avoid committing fraud. These include the following examples:

<p>Only put the hours you have worked on your timesheet. Hours on your timesheet should not include time for taking a meal break.</p>
<p>Only put hours on your timesheet for services that are covered by IHSS. Examples of some services that are not covered by IHSS include gardening, pet care, moving furniture, or taking the recipient on social outings. Always refer to the “Services Covered by IHSS” handout if you are in doubt.</p>
<p>Only put hours on your timesheet for tasks that are authorized for your recipient.</p>
<p>Only ask your recipient to sign a completed timesheet. Only sign your name on your timesheet. If your recipient is not able to sign your timesheet, you need to check with the county about who else may be authorized to sign for the recipient.</p>
<p>Only put time on your timesheet for days that your recipient is living in their own home. Hours are not authorized when your recipient is in the hospital, a nursing home, board and care facility, in jail, out of the country, or on vacation without you.</p>
<p>Keep written records of the hours worked and what you did each day that you work. Request that your recipient also keep track of the hours that you work.</p>
<p>If you have differences with the recipient about the hours worked, show the recipient your records and explain the work you did on the date(s) in question.</p>
<p>Only include the time you, the provider, are providing services and wish to be paid by IHSS on your timesheet. If another person is assisting the recipient and wishes to be paid by IHSS, they must be enrolled as a provider.</p>
<p>Tell the truth in all of your interactions with the county.</p>