



Action Required: Important Notification of Change in Work Week

Dear CDPAP Consumer,

Beginning Monday, July 2nd 2018, Allen Health Care Services will be changing its current work week, Sunday weekending, to a Friday weekending.

A sample timesheet based on this new work week (Saturday to Friday) is included, as well as, a blank timesheet to report your personal assistant's (PA) hours. **You MUST begin to use this timesheet on Monday, July 2nd, 2018.**

AS OF JULY 2nd OLD TIME SHEETS WILL NOT BE ACCEPTED TO REPORT HOURS WORKED BY YOUR PA

Please continue to send timesheets by mail, manually drop-off at an Allen Health location, (drop-box locations are identified below), or fax to 917-201-7407. *If you are mailing in your timesheet, Allen Health suggests sending it no later than Friday afternoon to ensure a Monday delivery time by the postal service.*

70-00 Austin Street
Forest Hills, NY. 11375
Open 24 hours

145 East 98th St 2nd Floor
Brooklyn NY. 11223
Open 8:30am – 5pm

6 South 4th Avenue
Mt Vernon NY, 10550
Open 8:30am – 5pm

2770 3rd Avenue
Bronx NY 10455
Open 24 hours

175 Fulton Avenue
Hempstead NY. 11550
Open 24 hours

PAYCHECKS WILL CONTINUE TO BE DISTRIBUTED ON FRIDAY

Please instruct your personal assistant accordingly. If you have any questions about this change to Allen Health, contact our Customer Service team and we will be happy to assist you.

Thank you,

Marie Andreacchio
President

Consumer Directed Personal Assistance Services Personal Assistant Timesheet

Allen Health Care Services, Inc.

Week Ending Friday (date): July 6, 2018

Employer(Consumer): Hal Tunder
 Employer Address: 1 Austin Street
 Employer Phone #: 555-555-5555

Personal Assistant Names: Art Gecco
 Personal Assistant ID : 600001
 Personal Assistant Phone: 555-555-5555

I, the Consumer, by signing this timesheet, attest to the accuracy and validity of the hours being reported as worked. I understand that Medicaid funds will be paid to the Personal Assistant on the basis of this timesheet. I understand that deliberately completing inaccurate time sheets can be fraud, which is a crime, and that severe penalties can be imposed for committing fraud.

Day	Date	Start Time	End Time	Total Hours	Consumer or Designated Representative Signature	Personal Assistant Signature
Saturday		Am Pm				
Sunday		Am Pm				
Monday	July 2	9 AM Pm	12 AM Pm	3	Hal Tunder	Art Gecco
Tuesday		Am Pm				
Wednesday		Am Pm				
Thursday	July 5	9 AM Pm	12 AM Pm	3	Hal Tunder	Art Gecco
Friday	July 6	9 AM Pm	12 AM Pm	3	Hal Tunder	Art Gecco
Total Hours For The Week:				9		

Fax: (917)201-7407 or cdpap@allenhealth.com

Please remit your time sheet by **Monday 12 noon** on a weekly basis. Time sheets can be mailed or dropped off at the following locations

Brooklyn
 145 East 98th Street,
 Brooklyn, NY 11212

Bronx
 2770 Third Avenue
 Bronx, NY 10455

Queens
 70-00 Austin Street
 Forest Hills, NY 11375

Staten Island
 120 Stuyvesant Place
 Staten Island, NY 10301

Long Island
 175 Fulton Avenue
 Hempstead, NY 11550

If you have any questions regarding submission of this form, please contact our office at 718-689-1252

Consumer Directed Personal Assistance Services Personal Assistant Timesheet

Allen Health Care Services, Inc.

Week Ending Friday (date): _____

Employer(Consumer): _____ Personal Assistant Names: _____
 Employer Address: _____ Personal Assistant ID : _____
 Employer Phone #: _____ Personal Assistant Phone: _____

I, the Consumer, by signing this timesheet, attest to the accuracy and validity of the hours being reported as worked. I understand that Medicaid funds will be paid to the Personal Assistant on the basis of this timesheet. I understand that deliberately completing inaccurate time sheets can be fraud, which is a crime, and that severe penalties can be imposed for committing fraud.

Day	Date	Start Time	End Time	Total Hours	Consumer or Designated Representative Signature	Personal Assistant Signature
Saturday		Am Pm	Am Pm			
Sunday		Am Pm	Am Pm			
Monday		Am Pm	Am Pm			
Tuesday		Am Pm	Am Pm			
Wednesday		Am Pm	Am Pm			
Thursday		Am Pm	Am Pm			
Friday		Am Pm	Am Pm			
Total Hours For The Week:						

Fax: (917)201-7407 or cdpap@allenhealth.com

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