

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:

- Do not put hours on the timesheet if you did not work them.
- Do not put hours on the timesheet for services that are not covered by IHSS. Examples of some services that are not covered include gardening, pet care, moving furniture, or taking the consumer on social outings. Always refer to the “*Services Covered by IHSS*” handout if you are in doubt.
- Do not put hours on the timesheet for tasks that are not authorized for the consumer.
- Do not put the time you spend eating meals on the timesheet.
- Do not ask the consumer to sign a blank or incomplete timesheet.
- Do not sign the consumer’s name on the timesheet. If the consumer is not able to sign the timesheet, you need to check with the county about who else may be authorized to sign the timesheet for the consumer.
- Do not put time on the timesheet for days that the consumer is in the hospital, a nursing home, board and care facility, or in jail.
- Keep written records of the hours worked and what you did each day that you work. Request that your consumer also keep track of the hours that you work.
- If you have differences with the consumer about the hours worked, show the consumer your records and explain the work you did on the date(s) in question.
- If someone else or another agency is providing authorized services, do not include the time for services that they provide on your timesheet. If another person is providing services and wishes to be paid by IHSS, they must be enrolled as a provider.
- Tell the truth in all your interactions with the county.