

HELPING PROVIDERS AVOID FRAUD

Fraud is a **crime**. Fraud is knowingly providing false information or failing to provide all necessary information in order to get payments for providing services under the In-Home Supportive Services (IHSS) program that you are not lawfully entitled to receive. If you commit fraud you can be convicted of a felony and you can go to jail.

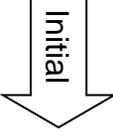
A provider for IHSS may be guilty of fraud if he/she receives or attempts to receive IHSS payments:

Because he/she put down false information on a timesheet.

Because he/she did not do the work that was claimed.

Because he/she told only part of the truth.

Because he/she lied.



I UNDERSTAND THAT FAILING TO ADHERE TO ANY OF THE FOLLOWING RULES MAY MAKE ME GUILTY OF FRAUD:

- _____ • Do not use anyone else's name, address, or social security number when registering to be a provider.
- _____ • On the time sheets, only record the days and hours that you actually worked for a client. You are not allowed to record more hours than what you worked each day.
- _____ • You are to record the daily hours on the time sheet **ONLY AFTER** the hours have been worked.
- _____ • The client (or his/her authorized representative) must sign the time sheet **AFTER** it has been filled out before it is valid. It is forgery for a provider to sign the client's name. (If the client is unable or unwilling to sign the time sheet, you should contact the social worker for instructions.)
- _____ • If someone else did some or all of the hours, that other person has to submit his/her own time sheet. The authorization to work for a client cannot be "sub-contracted" to another provider. The other provider must be signed up with the IHSS office and be assigned his/her own time sheet.
- _____ • You cannot claim hours during any period when the client is not in the home.
- _____ • You cannot claim hours for doing services for the client that have not been authorized. If you do not know what services are authorized for the client, please call the IHSS office at 225-5507.
- _____ • If your client no longer needs services, or if there are other changes for the client, you must contact the IHSS office and let the social worker know of the changes.
- _____ • If the client has a share of cost, he/she is to pay you only after the appropriate amount of work has been done at the current wage to cover the share of cost. If you are paid the share of cost prior to doing the work, and then fail to do the work, you have committed theft.

If you have any questions or need further information regarding your responsibilities as a provider, please contact the IHSS office at 225-5507.

I have read or have had read to me the above and I understand what fraud is, the penalties for committing fraud, and what my reporting responsibilities are.

Provider's Signature

Date

Printed Name

Recipient's Name (Print)

County Representative's Signature

Date