



NY CDPAP – Consumer Directed Services Timesheet

Paper timesheets will be temporarily accepted without an exception approval until 4/26/2025.

PRC-NY-

Consumer's Name

PRV-NY-

Personal Assistant's Name

Service Type	
<input type="checkbox"/> One Consumer	<input type="checkbox"/> Two Consumers
<input type="checkbox"/> Not Live-In	<input type="checkbox"/> Live-In
<input type="checkbox"/> PTO*	
<input type="checkbox"/> Service Type	_____

*PTO must be submitted on a separate timesheet

FAX: PPL@ 844-244-4384

EMAIL: NYCDPAP_TS@pplfirst.com

Mail: Public Partnerships LLC, PO Box 310, Binghamton, NY, 13902

Begin Sunday:

End Saturday:

	Time In	AM/PM		Time Out	AM/PM		Total Hours	Location	
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Sunday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		<input type="checkbox"/> Home	<input type="checkbox"/> Other
Monday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Tuesday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Wednesday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Thursday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Friday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
Saturday		AM	PM		AM	PM		Home	<input type="checkbox"/> Other
		AM	PM		AM	PM		Home	<input type="checkbox"/> Other

<p>By signing below, I certify that I have provided the services to the consumer during the times described on this timesheet.</p> <p><i>Personal Assistant Signature</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>Date</i></p>	<p>I certify that the consumer has received hours of service as reported above.</p> <p><i>Consumer or Designated Representative Signature</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>Date</i></p>
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1. If you work overnight, enter your Time Out on the first day as 11:59 PM. On the next line, enter your Time In on the second day as 12:00 AM.
2. Use black ink. Fill in boxes completely. Print one character per box, and try not to touch the lines.
3. If there is an issue with your paper timesheet, please provide the best contact number for PPL to notify you of errors