GETTING PAID TO CARE FOR DAD · PART 4 · FREE PRINTABLE

Clocking In: the Habits and the Fixes

Clean clock-ins are the biggest reason a paycheck arrives without trouble.

Every shift

- Clock in when the shift starts, and out when it ends
- Never in advance, and never after the fact
- Do the tasks on the plan, the way the person teaches you
- Help only the person named on the plan of care
- Off the clock is family time, and it isn't recorded

Not on the plan?

- Stop
- Ask
- Call us before doing it

Even if the person says it's okay, and even though they're the employer, it can't be done or recorded.

If something goes wrong

- Forgot to clock in or out, or the app failed? Fill out the EVV correction form, or call us, as soon as you notice.
- The correction form is signed by both the caregiver and the person receiving care.
- Corrections have to be in before the weekly approval closes.
- Only ever record time that was really worked.

How the money moves

WHEN	WHAT HAPPENS
Sunday to Saturday	The pay week
Early the next week	The person receiving care confirms the recorded hours
Thursday	Payday, by direct deposit or pay card. $15 to $16 an hour, taxes taken out, a W-2 at year end.

Our clock-in way (app or home phone): _____

Questions to ask: _____

Approved Consumer Directed Services are paid for through Missouri Medicaid. There is no charge to the consumer for services and hours authorized by the state. General education for families, not legal or tax advice.