

PAPERWORK DUE DATES

Attendance log – by the 5th of each month

MAR, medical charts – by the 5th of each month

Grocery receipts – every other Tuesday

Time sheets – every other Monday by 12 noon

Mileage reimbursement – monthly

Change of shift report – every Friday

Consumer fund receipts – ASAP (or monthly,
if receiving monthly activity funds)

Request for consumer funds – as needed

Leave request – as needed (2 week notice)

Doctor's note – if sick 3 or more days, or if
sick on or near a holiday, or as required

All other paperwork must continue to be completed as required, but is to be filed at the house. This includes fire drills, vehicle checklist, IP and BMP data, activity records, menus, water temperature record, etc. Program coordinators will review these documents at the houses.