

Timesheet Fraud and Abuse Agreement

Minnesota Statutes state that “theft of public funds” no matter the amount, is a felony. This means billing for even one unit of PCA services not provided is a Felony.

Falsely reporting hours could result in penalties, up to and including a Felony Conviction and loss of your PCA license with the State. Other possible penalties include:

- Disqualification from working at a MC/MC funded job for Five years (or more)
- Possible affects to other job offers (i.e. those that included passing a background check as a qualification)
- Possible jail sentence
- Repayment of all monies owed
- Possible affects on Immigration status
- Prevented from qualifying for Section 8 housing

What is Fraud?

Fraud is defined as “the crime of obtaining money by deliberate deception”. In terms of your timesheet, it is important that you ensure the following areas are complete, accurate and verified by your Consumer/RP:

1. Fill-in each date in the pay period
2. Fill-in your in and out times, including AM and PM, each and every day at the start and end of the shift
3. Draw a line through the days you do not work
4. Initial each support you complete, each day, keeping in mind that you may only complete duties consistent with the Consumer’s Care Plan
5. Total each days hours and fill- in the weekly and two- week totals
6. Review the timesheet prior to signing to ensure accuracy
7. Sign and date your timesheet at the end of the pay period, after your Consumer has reviewed hours submitted

Preventing Fraud

In order to prevent fraudulent billing always review your timesheet prior to signing it and submitting it for payment. Never sign a blank timesheet. Confirm the supports you are offering are listed in the Care Plan, and, do not hesitate to contact our offices for further timesheet training if necessary.

Direct Support Professional Timesheet Fraud and Abuse Agreement

“I _____ agree that by signing my timesheet(s) I am verifying the accuracy of the information reported on the timesheets and understand that submission of false documentation is cause for immediate termination and possible criminal penalties.” I _____ have read and understand the details of the Timesheet Fraud and Abuse Agreement document.

Signature _____ Date _____

Human Resource Representative Signature _____

Date signed _____