



Instructions to Become a Family Caregiver

- 1. Complete and return all forms required for family caregivers** – *both liability releases, background certification and the competency form* - to the Program. Once the required forms are received the Program will begin processing your reimbursement requests.
- 2. Complete timesheets** for all hours after receiving approval from the Program. Use one timesheet for each family caregiver per week. A copy is posted on the Program's website or request a copy.
- 2. Validate timesheets** - Each timesheet for a family caregiver must be validated (signed) by another family member in accordance with the guidelines and instructions on the timesheets.
- 3. Send or fax timesheets** to the Program prior to the 15th of the following month (For example, send July timesheets by August 15).
- 4. Also at the end of the month complete one monthly caregivers report** and send it to the Program with the month's timesheets. This form must be received to provide reimbursement.