

# Wisconsin Veteran Directed-Home and Community Based Services Program Timesheet

**EMPLOYEE NAME:**\_\_\_\_\_ **LAST FOUR DIGITS OF SS #**\_\_\_\_\_

**Veteran Name:** \_\_\_\_\_ **Veteran Phone #** \_\_\_\_\_

Was the Veteran admitted to a hospital or nursing home during any of these dates? Yes\_\_\_\_\_No\_\_\_\_\_

If **YES**, indicate the dates the Veteran was **admitted to and discharged from** the hospital or nursing home \_\_\_\_\_

**NO SERVICES CAN BE PAID WHILE PARTICIPANT IS ADMITTED TO A HOSPITAL/NURSING HOME**

[illegible]

*We (below) certify that the information provided on this form is true, accurate and complete.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Veteran Signature \_\_\_\_\_

Date \_\_\_\_\_

Timesheets received by ARIS Solutions after the due dates on the Payroll Schedule will be processed for the next scheduled pay date.

**Mail timesheets to:** ARIS Solutions- Veteran Dept. PO Box 4409 White River Jct., VT 05001

**Secure Fax:** 1-802-295-9812 **Secure Email:** [veteranpayroll@arissolutions.org](mailto:veteranpayroll@arissolutions.org)



Program	Service	Service Code
VD-HCBS	Companion Services	CS
	Emergency/Planned Savings Fund	RDF
	Environmental Care	EC
	Medication Management	MM
	Other	O
	Personal Care	PC
	Respite	R
	Supportive Home Care	SHC
	Transportation	T
	Companion Services-Back Up	CS-BU
	Emergency/Planned Savings Fund-Back Up	RDF-BU
	Environmental Care-Back Up	EC-BU
	Medication Management-Back Up	MM-BU
	Other-Back Up	O-BU
	Personal Care-Back Up	PC-BU
	Respite-Back Up	R-BU
	Supportive Home Care-Back Up	SHC-BU
	Transportation-Back Up	T-BU

\*This information may change; please consult the ARIS Solutions website ([www.arissolutions.org](http://www.arissolutions.org)), your Care Consultant or Program Handbook to be sure that you have the most up-to-date information.

**\*In and Out times need to be listed in quarter hour increments. Example: 12:00pm, 12:15pm, 12:30pm, 12:45pm, etc.**

**Please note it is the Veteran/Representative-Employer's responsibility to ensure the accuracy of the service codes used. Be sure to review prior to submission, especially when a Back-up worker is utilized.**

By adding BU following any service code illustrates hours worked that are back up for another worker. See red service codes above.

