Submitting Paper Timesheets for New York CDPAP:

Instructions for Personal Assistants (PAs) and Consumers

Please use blue or black ink.

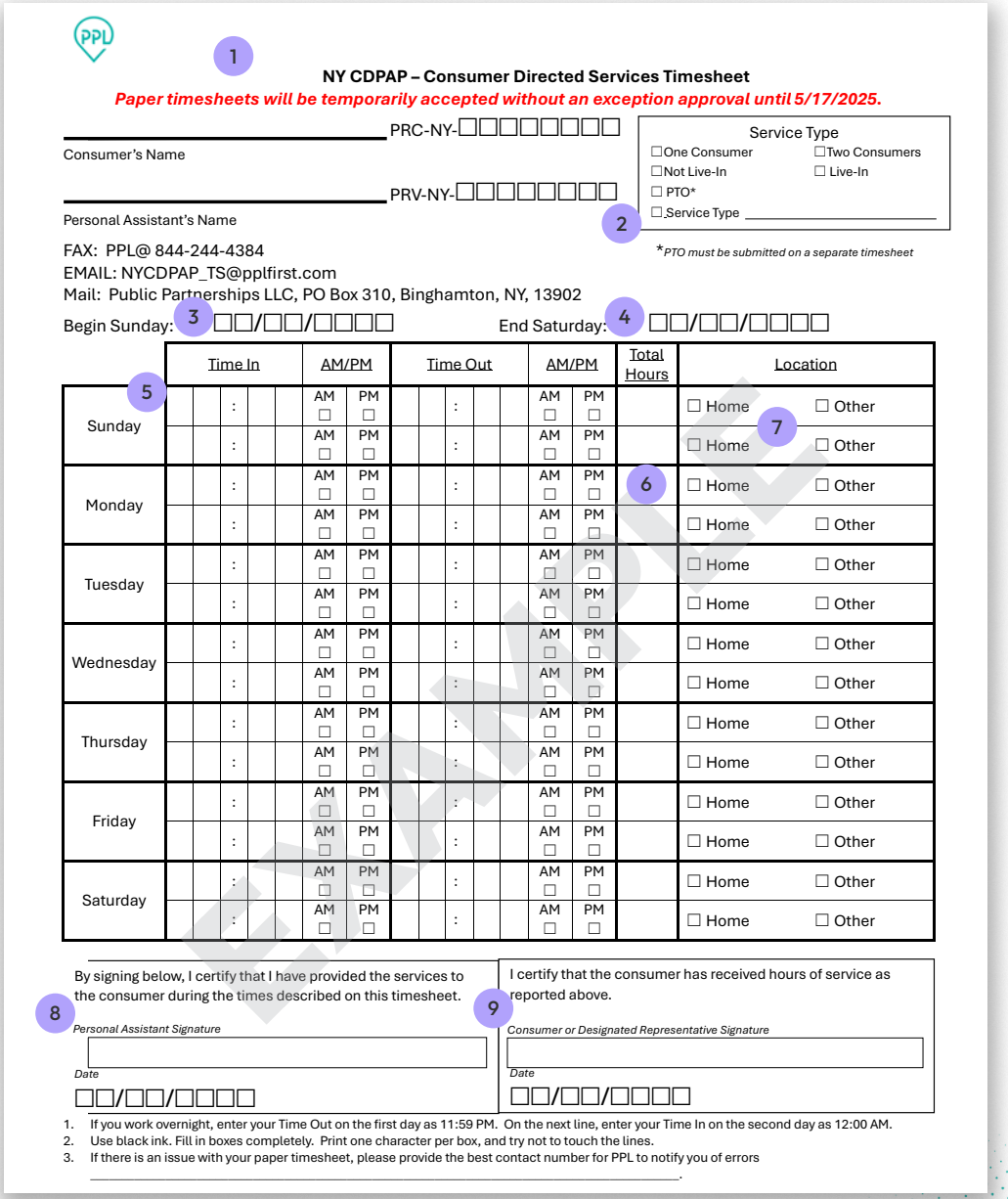
1. Complete all fields at the top of the timesheet.
2. Select the "service type".
3. Enter the pay period start date.
4. Enter the pay period end date.
5. Chart "time-in" and "time out" using "a.m." and "p.m." to indicate morning or afternoon shifts.
6. Use the "Total Hours" column to write your total shift hours for each day.
7. Use the "location" column to indicate where service was provided.
8. The PA must sign and date the timesheet.
9. The consumer must sign and date the timesheet.

Submit completed timesheets via fax, email, or physical mail:

Fax: 1-844-244-4384

Email: NYCDPAP_TS@pplfirst.com

Mail: Public Partnerships LLC
P.O. Box 310 Binghamton, N.Y. 13902



NY CDPAP – Consumer Directed Services Timesheet

Paper timesheets will be temporarily accepted without an exception approval until 5/17/2025.

Consumer's Name _____ PRC-NY-☐☐☐☐☐☐☐☐

Personal Assistant's Name _____ PRV-NY-☐☐☐☐☐☐☐☐

Service Type
☐One Consumer ☐Two Consumers
☐Not Live-In ☐Live-In
☐ PTO*
☐Service Type _____

*PTO must be submitted on a separate timesheet

FAX: PPL@ 844-244-4384
EMAIL: NYCDPAP_TS@pplfirst.com
Mail: Public Partnerships LLC, PO Box 310, Binghamton, NY, 13902

Begin Sunday: ☐☐/☐☐/☐☐☐☐ End Saturday: ☐☐/☐☐/☐☐☐☐

	Time In	AM/PM	Time Out	AM/PM	Total Hours	Location
Sunday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Monday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Tuesday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Wednesday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Thursday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Friday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
Saturday	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other
	:	AM ☐ PM ☐	:	AM ☐ PM ☐		☐ Home ☐ Other

By signing below, I certify that I have provided the services to the consumer during the times described on this timesheet.

Personal Assistant Signature _____

Date ☐☐/☐☐/☐☐☐☐

I certify that the consumer has received hours of service as reported above.

Consumer or Designated Representative Signature _____

Date ☐☐/☐☐/☐☐☐☐

1. If you work overnight, enter your Time Out on the first day as 11:59 PM. On the next line, enter your Time In on the second day as 12:00 AM.
2. Use black ink. Fill in boxes completely. Print one character per box, and try not to touch the lines.
3. If there is an issue with your paper timesheet, please provide the best contact number for PPL to notify you of errors _____.

EXAMPLE

PAs must submit one weekly timesheet per pay period.
PTO must be submitted separately on a second time sheet.