

# Timesheet Compliance

Session #3.2 | Wednesday, July 15, 2020, 11a  
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## Key Concept ideas to remember

- Timesheets are grant records of a member's eligibility for in-service and post-service benefits
- Timesheets should show that members are engaged in allowable service activities for the appropriate number of hours
- Members should focus on direct service. Only 20% of time can be spent on training and 10% on fundraising
- If necessary, accompaniment must be documented on timesheets
- Off-site hours require a description
- Timesheets must be approved by both the Site Supervisor and Program Director within two weeks of submission
- VSC monitors timesheets on a monthly basis
- **Resource Links w description of them internal and external**
  - 2020 Specific Terms and Conditions: <https://egrants.cns.gov/termsandconditions/2020ACSNProgramSpecificTC50820200604.pdf>
  - Prohibited Activities: <http://virginiastate.virginia.gov/wp-content/uploads/2019/07/1920Prohib.png>
  - <https://va.oncorpsreports.com/>
- **Activity Sheets or notes for us to drop in that are used during training (not polls etc) that participants will fill in during the session or after the session**
- **Anything you want to provide for reference**

<b>NOTES</b>	