

TIME REPORTS

The purpose of time reports is to allocate the cost of operations for each center to the units of services the center provides. This will help us, as well as the contractor, understand how much time and money is spent providing those services to the participants.

Every month three items are reported: *clients* served, *units* of service and *hours* of service. The *clients* served and *units* of service are reported in the Aging Information System (AIMS). Those numbers are calculated and reported based on the definitions provided by the state each year. The *hours* of service are how much time is spent in those activities. These are reported on your time reports.

There is one exception: transportation **hours** will not be reported. Van/bus driver time is not reported on the time reports for the time spent transporting participants or meals.

Time should be recorded in 15-minute increments. (0.25=15 minutes, 0.50=30 minutes, 0.75=45 minutes, 1=1 hour, etc).

- **SARCOA Meals Worksheet Time Report (MWTR)** is used to record # meals and the time it takes to receive, prepare, serve, and clean up after the meals. This can be used in place of the individual and VTR-C1, VTR-C2 and VTR-C1C2 time reports. (A separate log for registered clients is still required for meal & transportation services).
- **SARCOA SC Aggregate Worksheet Time Report (AWTR-SC)** is used to record clients, units, and time. This worksheet can be used in place of the aggregate worksheet found on the state website and the individual, VTR-1, and VTR-2 time reports.
- These are due by the Wednesday of the following week, but the last week of the month should be submitted **no later than** 3 business days after the end of the month.

COMPLETING THE FORMS:

○ *SARCOA Meals Worksheet Time Report (MWTR)*

- ⊕ fill in senior center name
- ⊕ fill in week start date
- ⊕ every day, record # of meals served and total time spent receiving, preparing, serving, and cleaning up after the meals.
- ⊕ print and sign your report at the end of each week
- ⊕ submit your report to SARCOA
- ⊕ a new sheet should be started at the beginning of each month

○ *SARCOA SC Aggregate Worksheet Time Report (AWTR-SC)*

- ⊕ fill in senior center name
- ⊕ fill in week start date
- ⊕ every day, record clients, units/activities/sessions, and time spent in each of the categories.
- ⊕ print and sign your report at the end of each week
- ⊕ submit your report to SARCOA
- ⊕ a new sheet should be started at the beginning of each month