

DOCUMENTATION REQUIRED FOR AN IN HOME ATTENDANT

If the fees for an in-home attendant are being used to reduce your monthly income, receipts or other documentation of this expense are required. Documentation includes:

- A receipt bill
- Statement on the provider's letterhead
- Computer summary
- Ledger, or
- Bank statement

The above documents must include

- The amount paid
- The date payment was made
- The purpose of the payment (the nature of the product or service provided)
- The name of the person to or for whom the product or service was provided
- Identification of the provider to whom payment was made.

If you are using the attached ledger or similar ledger, please provide cancelled checks or if paying in cash a numbered receipt.