8286269326

State of Alabama Independent Living Service (SAIL) Program

Return toll-free WITHOUT COVERSHEET
by fax or mail
Fax: 1-866-496-4575
Mail: 5416 Baseline RD. Suite 200
Mesa, AZ 85206

JANE
Employee (FIRST NAME)

EMPLOYEE
Employee (LAST NAME)

123456
Employee Worker ID

CLIENT
Participant (FIRST NAME)

NAME
Participant (LAST NAME)

987654
Participant ID

SERVICE DATE MM/DD/YYYY	CHECK IN TIME	CHECK OUT TIME	SERVICE
12/16/2023	09:00 ● AM ○ PM	02:30 ○ AM ● PM	PCS
12/17/2023	10:00 ● AM ○ PM	12:00 ○ AM ● PM	
12/18/2023	03:00 ○ AM ● PM	07:00 ○ AM ● PM	
/ /	: ○ AM ○ PM	: ○ AM ○ PM	
/ /	: ○ AM ○ PM	: ○ AM ○ PM	
/ /	: ○ AM ○ PM	: ○ AM ○ PM	
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/ /	: ○ AM ○ PM	: ○ AM ○ PM	

*** I certify that the time worked as shown is true and accurate during the days and hours indicated**

Employee Signature Jane Employee Date 12/20/2023

Employer Signature Jane Employer Date 12/20/2023