

**Personal Support Workers**  
**Timesheet Due Date Extension**

*Applies to PSWs whose power is not restored by February 18*

**RE: Pay Period: Monday, Feb 1, 2021 through Monday, Feb 15, 2021**

It may be difficult for you to submit your time over the next three days due to power outages at your home or local office. If your power is restored on or before Feb 18, follow the normal process.

However, if your power is not restored by Feb 18, **you will have until Feb 22** to enter or adjust your time because ODDS must submit time to PPL on **Feb 23**.

Follow these steps:

- If your power is not restored by Feb 18, you will still need to enter your time into the system or submit your EVV submissions. You must submit signed timesheets on or before Feb 26. Failure to submit signed timesheets may result in payment recoveries.
- Please check with the local case management entity to confirm that their office is open. You can find updates on their website.
- Any PSWs living in areas not affected by the power outages should follow the normal process—meaning all time should be entered and timesheets submitted by the evening of Feb 18.

Please contact your local offices if you have questions.