# SUBSTITUTE PROVIDER TIMESHEET

**Use of a substitute provider (or more than one substitute provider) is limited to a total of 240 hours per calendar year (Standards for Licensed Family Day Homes 22 VAC 40-111-140 C).**

| January – December, 20__ | | | | |
|---|---|---|---|---|
| **Date** | **Arrival Time** | **Departure Time** | **Total Hours Worked** | **Signature** |
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