



***YOU CAN NOW CHOOSE TO USE THE
IN-HOME SUPPORTIVE SERVICES (IHSS)***

ONLINE ELECTRONIC TIMESHEET SERVICE (ETS)

This Service is OPTIONAL; you do not have to change from paper timesheets.

HOW DOES THIS NEW ONLINE SERVICE BENEFIT ME?

- Providers can submit timesheets directly online.
- Recipients can approve timesheets online or by telephone.
- No more waiting for the postal service to deliver your timesheet.
- ETS checks your timesheet before it is submitted to help you avoid errors and potential violations.
- You can check timesheet and payment status through the ETS.
- You can view timesheet history up to the last three months in the ETS.
- You can request supplemental timesheets without having to contact the county.

WHAT DO I NEED TO HAVE BEFORE I SIGN UP?

- You must be a current active eligible IHSS or WPCS program provider or recipient,
- You must possess a valid email address,
- You must have internet access and
- You must have access to a smartphone, tablet, laptop or personal computer.

HOW DO I SIGN UP FOR THE NEW ONLINE SERVICE?

- Go directly to <https://www.etimesheets.ihss.ca.gov> to register for the service
- Read more about the Electronic Timesheet Service at the CDSS website at <http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information>
- Contact the ETS Help Desk Toll Free at (866) 376-7066, Option 4, during normal business hours 8am-6pm Monday through Friday, excluding major holidays, for additional assistance.
- **Recipients** can contact their local county office to sign up to approve timesheets by telephone using the Telephone Timesheet System (TTS).