

Date

Dear Advance Payment Recipient (consumer),

This letter is to notify you that we have not received your In-Home Supportive Services (IHSS) reconciling timesheets for the pay period of _____. If you have not already done so, please ensure all outstanding timesheets are submitted to the Timesheet Processing Facility. If reconciling timesheets are not received within 90 days from advance payment issuance your service payment method may be changed from Advance pay to arrears. This means your providers would be paid after their timesheets are submitted.

(month/year)

If you have any questions or need additional assistance, please call our office at (XXX) XXX-XXXX. Thank you for your assistance in this matter

Sincerely,