Instructions – Cost Share Monthly Statement

1. Title III service recipients of personal care, homemaker, chore, in-home respite and congregate respite whose income is above 200% must be given the opportunity to cost share.
2. The monthly statement must be provided on the agency letterhead.
3. Complete the required fields for date, salutation, month, # of service hours, and cost share amount per hour.

Note: Services cannot be discontinued if a service recipient does not participate in cost sharing.