**VDOE MODEL FORM - FDH**

**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 8VAC20-800-140 C)**

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| **January – December, 20\_\_** | | | | |
| **Date** | **Arrival Time** | **Departure Time** | **Total Hours Worked** | **Signature** |
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