**Memo:**

**Our office will be moving as of 9/1/17**

**Please Do not**

put time sheets or documents in black mailbox

**Please Do not**

send mail to the third street address

**Our new phone number will be (661) 821-2400**

The following methods may be used to submit your time sheets:

1. E-Mail your time sheets to us at **fcs\_respite@yahoo.com**
2. Fax your time sheets to **(661) 861-6018**
3. Mail your time sheets to:

**785 Tucker Rd. Ste. G610**

**Tehachapi Ca 93561**

(Please allow at least 3-5 business days)

Time sheets must be in our office by the 8th of each month to be processed for the 15th payday and by the 23rd of each month for the last day of the month payday.

Blank time sheets will be available at our website [www.fcsrespite.com](http://www.fcsrespite.com) under the “providers” tab

Please contact us if you have any questions.

Thank you

Lisa Batty

Full Circle Support

CEO/Owner