

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
Contracted Services – Labor Record (NGA Providers)**

**401.11 Attachment IX**

<b>Name of your Agency:</b>		
<b>Employee Name</b>	<b>Employee (or SSN) #</b>	<b>Pay Period Ending</b>
	<b>Regular Work Location</b>	<b>Name of Disaster Event</b>
<b>Payroll Title</b>	<b>Discipline</b>	
<b>Location of Service</b>	<b>Daytime Phone</b>	<b>Evening Phone</b>
<b>Type of Duty (check one):</b> <input type="checkbox"/> <b>Treatment</b> <input type="checkbox"/> <b>Administrative</b> <input type="checkbox"/> <b>Clerical</b>		
<b>Are you an existing employee of the Agency or newly hired to work under the disaster grant?</b>		<b>What is your regular day off (RDO)?</b>

**Describe Duties Briefly:**

①Crisis Counseling	Day	Mon	Tues	Wed	Thurs	Fri	Sat.	Sun	Total Hours	Total In-Kind
Week _____thru_____	②Regular									
	③Disaster									
	④Overtime									
Week _____thru_____	Regular									
	Disaster									
	Overtime									
Week _____thru_____	Regular									
	Disaster									
	Overtime									

I certify, to the best of my knowledge and belief, under penalty of perjury, that this report is correct and complete; all labor services provided are authorized.

Total Hours			
Hourly Rate			
Benefit Rate			
<b>TOTAL PAY</b>			

<b>Employee Signature</b>	<b>Supervisor Signature</b>	<b>Date</b>
<b>Project Coordinator:</b>		<b>Date</b>

- ① Crisis Counseling Services – All clinical, clerical & administrative services that support any disaster mental health response. If you provided clinical work, then you must attach the disaster clinical “back-up” documentation to this labor record.
- ② Regular – Hours spent completing normal work, NOT disaster work. For existing employees of the agency only.
- ③ Disaster – During normal work, hours spent on disaster activities. This is in-kind labor (non-reimbursed by the grant) for existing employees, and normal work for newly hired employees to work under the grant.
- ④ Overtime – Hours worked on disaster overtime.

<b>M.T.S Office Use Only</b>
<b>Vendor #</b>
<b>Cost Center</b>