

CITY OF PONTIAC IN PARTNERSHIP WITH OLHSA CHORE PROGRAM



CITY OF PONTIAC CDBG CHORE PROGRAM SERVICES

✘ A. Snow Removal:

- a. All snow will be removed within 36 hours after snow stops falling when the depth is 2 inches or more

✘ B. Lawn Mowing:

- + a. Grass will be cut to a height of 2 ½ to 3 inches high
- + b. Grass will be cut approximately every two weeks depending on rainfall and funds

✘ C. Yard clean up (Fall and Spring):

- + a. Yard clean ups include the bagging of all leaves on the property in approved paper yard waste bags. Seniors are asked to provide the bags

QUALIFICATIONS FOR CDBG CHORE PROGRAM

- ✘ City of Pontiac very low income residents, aged 62 and older or severely physically disabled are eligible to apply for the program.
- ✘ Applicants will be approved for the program based on the following City of Pontiac priorities:
 - ✘ Priority #1. City of Pontiac residents aged 62 and older who are very low-income
 - ✘ Priority #2. City of Pontiac residents who are severely disabled and very low-income.
- ✘ The amount of income allowed under the “Very Low-Income” category is defined by the U.S. Department of Housing & Urban Development and updated each April.

APPLICATION MATERIALS NEEDED FOR CDBG CHORE PROGRAM

- ✘ Applicants need to fill out and sign the following forms to apply for services.
 - ✘ 1. Older Adult Services Application
 - ✘ 2. CDBG Income Self Declaration Form
 - ✘ 3. Chore Program Participant Agreement
 - ✘ 4. Snow Removal Release
 - ✘ 5. Older Adult Program Services Release
 - ✘ 6. Severely Disabled Adult Certification filled out by doctor (if under age 62 and severely physically disabled)
- ✘ All applicants must provide a copy of their driver's license or other id showing their date of birth.

HOW TO FIND APPLICATION MATERIALS

- ✘ Seniors can download and print out the application materials by going to the OLHSA website www.olhsa.org/olderadultservices
- ✘ Seniors can meet with Jane Morris, Resource Advocate Tuesday mornings at the Bowen Senior Center or Thursday mornings at the Ruth Peterson Building.
- ✘ Seniors can also download and print out the application materials by going to the City of Pontiac website www.Pontiac.mi.us/about/residents_information/chore_program.php
- ✘ Seniors can call Miriam at the City of Pontiac Community Development Block Grant office at 248-758-3133 for more information.
- ✘ Seniors can call the Holly Office to have a volunteer take their information over the phone: 248-209-2722 (the documents that they need to sign will then be mailed to them to sign and return)

WHERE TO SEND YOUR APPLICATION MATERIALS

- ✘ Applications can be submitted to the Chore program in the following ways.
- ✘ 1. Email the completed documents to olderadults@olhsa.org
- ✘ 2. Drop the documents off at the front desk at 196 Cesar E. Chavez Ave. Pontiac (please write Chore program on the envelope)
- ✘ 3. Mailed to OLHSA at OLHSA Chore Program, P.O. Box 430598, Pontiac, MI 48343-0598

HOW SERVICES ARE PROVIDED

- ✘ 1. At the beginning of the snow or lawn mowing season, the sub-contractors are provided a list of clients with their names, addresses, and phone numbers.
- ✘ 2. The sub-contractors plan a driving route and program documentation is created.
- ✘ 3. The sub-contractors do the work and then knock on the door to get a signature on the work order log to verify that the work was done.
- ✘ If the client answers the door, they sign the work order log and are handed the pink client verification sheet and an addressed envelope.
- ✘ If the client does not answer the door, the pink client verification sheet and an addressed envelope are left for them in their front door.

QUALITY CONTROL

- ✘ Clients are requested to sign and turn in the pink client verification sheets each time work is done. We ask them to provide comments on the quality of the service. This is how the program tracks satisfaction with the work provided.
- ✘ Pinks verifying the work has been done with quality comments are emailed to the contractors and documented.
- ✘ Concerns on pinks are addressed by the Older Adult Services Supervisor with the clients and the sub-contractors.

AREA AGENCY ON AGING 1-B CHORE PROGRAM

- ✘ For City of Pontiac residents who do not qualify for the CDBG program, OLHSA has funding from the Area Agency on Aging 1-B (AAA1-B) to provide snow removal and/or lawn mowing services. Residents must be age 60 or older for the AAA1-B program.
- ✘ Once a year in August renewal letters/emails are sent out to all seniors who received chore services the previous year, were on the wait list, and who expressed an interest in the chore program.
- ✘ Persons are put on the chore program on a first come first served basis until the program is full. Very low income persons (under 100% of poverty) and the very old are usually offered the ability to request both snow removal and lawn mowing.
- ✘ Snow removal is the top priority of the program for seniors safety. If funding is available after the snow season, lawn mowing is offered.