



TRANSFER OF SERVICES

Here at DNA Chore Service LLC, we take great pride in providing excellent service to all our clients and vendors and we thank you for choosing us to be your Chore Service Provider Agency.

This notification is to inform you of the following needed steps to get you seamlessly transfer over to our agency.

1. Please notify your worker of desire to transfer services and caregiver's new start date with agency.
2. While you're speaking to your worker, please report that the Statement of Employment (form 4676) has been completed and the Agency's information listed below. (name, CHAMPS ID#, contact name and number).
3. Caregiver's PIN will need to be associated to agency. (Agency can/will do)
4. Complete all documents, sign, and date.
5. The transfer in services must be reported to your worker within 10 days and should take approximately 10-14 days to complete.

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