



Thank you for choosing DNA Chore Service LLC for your chore service agency provider.

Here is a brief description of what to expect.

1. Clients must have the Medical Needs Form completed and signed by their PCP.
2. The Medical Needs form will be picked up by DNA's Liaison or can be faxed from your doctor's office. The form will then be taken to the proper DHS office for processing.
3. Once your Case Worker receives your Medical Needs Form, he/she will schedule an appointment with you to ask you, your caregiver and chore service agency personnel questions regarding the care services you need help with. (This will establish your monthly care hours). **YOU MUST NOTIFY THE AGENCY OF APPOINTMENT DATE AND TIME ASAP OF THE FACE - TO - FACE AND THE WORKER MUST KNOW YOU ARE WITH AN AGENCY FROM THE START OF CARE TO PREVENT ANY DELAYS IN PAYMENTS. YOU WILL HAVE A CONTACT SHEET TO SHOW YOUR WORKER IN YOUR FOLDER.**
4. You will receive a letter from your worker stating your hours and when payments will begin.
5. The process is approximately 45 days.

I look forward to the opportunity to work with you and your loved one. Please feel free to contact me with any questions or concerns.

Thank You,

Diamond Douglass RN, BSN

(313) 413 1519

DivineNursingAngel.com