

**Subject: Home Support Program**

I would like to take this opportunity to explain to you more about our Central Peace Helping Hands program sponsored through Central Peace Family and Community Support Services. Our program is open to those living within the Town of Spirit River, the Village of Rycroft and also the people residing within the Municipal District of Spirit River. It is designed to provide assistance to those who may have difficulties incurred when caring for one's self, a close family member, or one's home or yard.

In order to be eligible for the program, you must fall into one of the following categories:

- Any senior citizen over the age of 55
- Any person with a disability
- Any person recovering from a surgery or operation (short-term basis only)
- New mothers (short-term basis only)
- Any person dealing with the death of an immediate family member (short term)

We invite you to fill out the attached application. It can then be mailed back to our office at the address listed or dropped off during normal business hours. The FCSS coordinator will then contact you for an in home assessment to determine the specific needs of service after which you will be linked with the home support worker that will begin the requested assistance on a weekly or bi-weekly basis.

Please also note that the cost for this program is subsidized by FCSS however you will be required to pay a minimal fee of \$8.50 per hour.

We hope that we can assist you with our program. If you have any further questions at this time, please do not hesitate to contact me at 780-864-3500 ext. 1.

Sincerely,

Kara Wendland  
FCSS Program Coordinator  
Central Peace Family and Community Support Services

<b>CENTRAL PEACE FAMILY AND COMMUNITY SUPPORT SERVICES POLICY AND PROCEDURES MANUAL</b>  <b>HELPING HANDS HOME SUPPORT PROGRAM</b>	<b>Function:</b>	<b>FCSS</b>
	<b>Policy No.</b>	<b>FCSS.14</b>
	<b>Effective Date:</b>	<b>July 22, 2015</b>
	<b>Supersedes:</b>	<b>April 2, 2013</b>
	<b>Amends:</b>	<b>December 20, 2010</b>

**Purpose:**

Central Peace Family and Community Support Services wants to ensure the best quality of life by providing home support service on a cost sharing basis for anyone who experiences problems that limit their ability to live and function independently.

**Policy:**

The Central Peace F.C.S.S. Board shall provide home support to residents of the Municipal District of Spirit River, the Village of Rycroft, and the Town of Spirit River whose ability to manage on their own is limited and for those who have no family or friends to help them with various home duties.

**Eligible Users:**

The Central Peace F.C.S.S. Coordinator shall approve a home support application if the person falls into one of the below categories:

- Any senior citizen over the age of 55 years
- Any person with a disability
- New mothers (short-term basis only)
- Any person recovering from a surgery or operation (short-term basis only)
- Any person dealing with the death of an immediate family member (short term)

**Procedure:**

1. Client fills out an application form to the program.
2. FCSS Coordinator reviews the application and makes decision whether or not the person is eligible. If necessary, a home visitation is arranged.
3. A home support payment agreement is drafted, reviewed and signed.
4. The home support worker will contact the client directly to set up a work schedule.

## **Approved Home Support Duties:**

Meal planning and preparation, light housekeeping such as dusting, washing floors, vacuuming, cleaning refrigerators, making beds, changing linens, cleaning bathrooms, machine washing, ironing, light snow shoveling or gardening (Max. 15 minutes per day)

## **Prohibited Activities:**

- Under no circumstances will there be any administration of medication to the client by the home support worker.
- Under no circumstances will there be any personal care offered to the client by the home support worker. (e.g. dressing or undressing, bathing, washing / curling hair etc)
- Under no circumstances will childcare be provided.
- There will be no transporting of clients by the home support worker. The home support worker can contact the FCSS Coordinator for inquiries about the transportation van if required by the client due to mobility issues.
- Personal advice or counselling will not be given to any client. If some sort of referral is required, please contact the FCSS Coordinator

## **Important Notes About Program:**

- There is a maximum of 10 hours per month allotted to each residence
- Short-term clients are eligible to receive a maximum of 6 weeks of service. These weeks do NOT need to be consecutive.
- Long-term clients are eligible to receive a maximum of 30 hours per FCSS budget year. A re-application to the program may be made at the completion of this term, but approval is subject to the discretion of the FCSS Coordinator based on remaining and available home support funding.
- The fee the client is expected to pay is indicated on the Seniors Home Support Contract. Invoices will be sent to each home support client at the end of each calendar month and payment is due immediately. Payment can also be given to the home support worker upon completion of her visit by cheque (cash prohibited) if mobility to the MD office or post office is a concern. All payments must be made payable to “**Municipal District of Spirit River.**”
- Clients are responsible to provide the cleaning supplies at their own expense for the Home Support Worker to use.
- All Home Support Workers are required to obtain a Police Check, Child Welfare Check and sign a written Oath of Confidentiality.



Box 389, Spirit River, Alberta T0H 3G0  
Telephone (780) 864-3500  
Fax (780) 864-4303

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## CLIENT APPLICATION FORM

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Age: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Driving Directions:

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Which Municipality do you reside in?

MD of Spirit River (rural) \_\_\_ Town of Spirit River \_\_\_ Village of Rycroft \_\_\_

Reason(s) For Request: \_\_\_\_\_

\_\_\_\_\_

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_

### **Application and Services Approved: (to be filled out by FCSS Staff)**

Assessment Date: \_\_\_\_\_ Services to Begin: \_\_\_\_\_

Home Support Worker Assigned: \_\_\_\_\_



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## HOME SUPPORT PAYMENT AGREEMENT

I / WE \_\_\_\_\_ HEREBY AGREE TO PAY \$8.50 PER HOUR TO CENTRAL PEACE FAMILY AND COMMUNITY SUPPORT SERVICES FOR THE CONTRACTED SERVICES OF A HOME SUPPORT WORKER.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Payments must be payable to the MD of Spirit River and can be mailed to the following address:

**Municipal District of Spirit River**  
**Box 389**  
**Spirit River, Alberta**  
**Canada T0H 3G0**

NOTE: Government Legislation requires us to pay a minimum of 2 hours to home care workers per shift; therefore please note that we will not send workers out for less than 2 hours. If a worker shows up at the designated time and no one is at home, there will be a 2-hour minimum charge at the regular rate. Please cancel your home support worker's visit if necessary with a minimum of 24 hours' notice. We understand special circumstances may prohibit giving proper cancellation notice, please discuss these direct concerns with the FCSS Coordinator.

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## HOME SUPPORT WORKER HOUSEHOLD RESPONSIBILITIES

Client Name: \_\_\_\_\_

### MEAL PREPARATION AND RELATED ACTIVITIES:

- \_\_\_\_\_ Meal planning
- \_\_\_\_\_ Prepare breakfast
- \_\_\_\_\_ Prepare a light lunch
- \_\_\_\_\_ Prepare the main meal
- \_\_\_\_\_ Preparation of food for freezing, baking, etc.

### KITCHEN HOUSEKEEPING ACTIVITIES:

- \_\_\_\_\_ Countertops, floor, sink, stove, etc.
- \_\_\_\_\_ Cleaning cupboards inside and re-arranging
- \_\_\_\_\_ Cleaning and/or defrosting refrigerator
- \_\_\_\_\_ Dust off cold registers, wipe light switches and around walls

### BEDROOM HOUSEKEEPING ACTIVITIES:

- \_\_\_\_\_ Make beds and change linens
- \_\_\_\_\_ Dust furniture
- \_\_\_\_\_ Sweep or vacuum floor

### BATHROOM HOUSEKEEPING ACTIVITIES:

- \_\_\_\_\_ Cleaning sink, toilet, mirrors and tub / shower
- \_\_\_\_\_ Wash and/or vacuum floor

