



<b>Policy Name</b>	<b>County Chore Service</b>
<b>Policy Number</b>	<b>3.301</b>
<b>Origination Date</b>	<b>01/01/2016</b>
<b>Board Approval Date</b>	<b>2/20/2018</b>
<b>Policy Owner</b>	<b>Social Services Supervisor – Linda Erhardt</b>
<b>Responsible Personnel</b>	Adult Services Staff
<b>Regulatory Requirement</b>	Social Service Manual SIV-5300
<b>Cross References</b>	(Includes but not limited to Department processes, workflows, guidelines or other policies etc...)
<b>Attachments</b>	

### **Policy Purpose**

*Pursuant to the above regulatory authorities. To ensure the provision of chore services as required.*

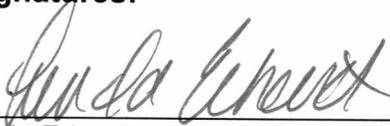
### **Procedure**

1. **Eligibility** – Chore services shall be available to those individuals who meet Medical Assistance eligibility criteria.
2. **Payment** – In all instances the services must be authorized by the Department for a specific period of time prior to the provision of the service. County Chore Services are arranged through a DHS enrolled provider. No payments will be made to clients.
3. **Rates** – Exceptions to the following rates may be allowed on a case by case basis at the case manager’s discretion with the supervisor’s approval.
  - a. Lawn Mowing – maximum rate of \$15.00/hr or flat rate of \$30.00 limit of one lawn mowing per week
  - b. Snow Shoveling – maximum rate of \$15.00/hr or flat rate of \$30.00
  - c. Cleaning - \$7.00/hour, with maximum rate of \$15.00/hour at case manager’s discretion
4. **Restrictions**
  - a. Services should be restricted to 15 hours per month.
  - b. Relatives will not be reimbursed for any chore service provided to a family member.
  - c. Application for chore services will be denied when relative of the applicant live in the immediate area and are able to perform the chore service work.
    - i. A relative means mother, father, siblings, spouse, child step-child, grandparents, grandchild, soon-in-law and daughter-in-law.
  - d. If service needs can be met by AC/EW/CADI programs and there is a waiver slot available, the client is not eligible for County Chore Service.
  - e. Choice of a provider for chore services is at the discretion of the case manager.

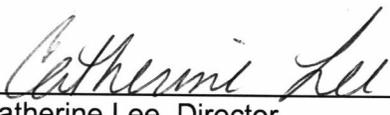
**Violation of this Policy**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Inc. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

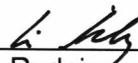
**Signatures:**

  
\_\_\_\_\_  
Linda Erhardt, Policy Owner

2-20-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Catherine Lee, Director

2/20/18  
\_\_\_\_\_  
Date

Board Approval:   
\_\_\_\_\_  
Eric Rudningen, Board Chair

2/20/18  
\_\_\_\_\_  
Date