



PARK COUNTY SENIOR COALITION

P.O. Box 309
FAIRPLAY, CO 80440-0309

PHONE: (719) 836-4295
e-mail: scofpc@parkco.us

To Whom It May Concern:

The Chore program offered through Park County Senior Coalition was expanded in 2014 to include chimney cleaning and inspecting. The Chimney Cleaning and Inspection Program through the Park County Senior Coalition is a voucher program available to provide assistance in keeping chimneys clean and efficient in the homes of a Park County senior, 60 years of age or older.

PROCESS:

- Qualified seniors must register with Park County Senior Coalition to be eligible for this program.
- The home must be the primary residence for the participant.
- Following program approval, the homeowner must contact a contractor, and provide an estimate to Park County Senior Coalition for approval. The homeowner is responsible for any verifying of the contractor's pricing, bonding, insurance, professional qualifications, and previous customer referrals.
- Park County Senior Coalition reviews the estimate and sends the homeowner a voucher letter identifying the amount Park County Senior Coalition will contribute for the project.
- **Checks from Park County Senior Coalition are made to the contractor, not to the homeowner. PARK COUNTY SENIOR COALITION WILL NOT REIMBURSE THE HOMEOWNER, NOR PAY FOR PAST PROJECTS.**

There is no charge for this service, however, donations to expand the program are encouraged. Suggested Donation is 10% of the total cost of service.

Voucher payment rates will vary depending on funding availability and the number of clients using the program. The Coalition will not pay a higher rate than the standard billing rate for services. (for instance, if the vendor agency bills a client \$50/hour regularly, the Coalition will not pay more than \$50.00/hour). The client is responsible for payment of any billing over the voucher rate.

The vendor is responsible for providing documentation of services rendered, and an invoice for billing of services. The invoice must be provided on a form with the name, address, and phone number of the provider. Services rendered must note client name, date of service, hours provided, and a client signature. The client must initial the invoice or documentation of service. Invoices and paperwork will be submitted directly to the Park County Senior Coalition administrative office at the address above, to be eligible for payment.

Invoices will not be paid until all of the paperwork is complete. Invoices are paid based on when they are submitted. Checks require two signatures and are generally paid on a two-week cycle. Park County Senior Coalition is a small office, so checks may be delayed by illness or absence of staff. One month would be the expected maximum wait for payment of an invoice.

Please direct questions regarding this program to Park County Senior Coalition, 719-836-4295- Administrative Office.

The mission of Park County Senior Coalition, founded in 1977, is to assist senior citizens of Park County to remain in their homes as long as they wish and are able.



PARK COUNTY SENIOR COALITION

P.O. Box 309
FAIRPLAY, CO 80440-0309

PHONE: (719) 836-4295
e-mail: scofpc@parkco.us

CHIMNEY SERVICES REQUEST CHECKLIST

Client Name: _____ Phone Number: _____

- Own Home
 - Rent Home (with verification that landlord is not responsible for the requested service)
- Registration with Coalition is current.
- Client is 60 or older (funding requirement and Coalition requirement)
- Estimate attached, which includes client name & address, vendor contact info, and time it takes to complete job .
- Evidence of need exists- (funding requirement- describe below):

Why is client unable to perform the task themselves?

Amount/Assistance requested: _____

I HAVE READ THE LETTER ON THE BACK OF THIS FORM AND AGREE WITH ALL TERMS STATED. TO THE BEST OF MY ABILITY, I WILL PROVIDE AN ACCURATE ESTIMATE OF COST FOR SERVICE. I WILL HIRE THE VENDOR OF MY CHOICE. I AM RESPONSIBLE FOR PAYMENT OF SERVICES RECEIVED, AND WILL PAY ANY COST OF SERVICE OVER THE COALITION SUPPLEMENTAL PAYMENT.

Client Signature Date

For Office Use Only:

Decision:

- This request is fully funded: _____
- This request is partially funded: _____
- This request is denied

Initials: _____ Date: _____

The mission of Park County Senior Coalition, founded in 1977, is to assist senior citizens of Park County to remain in their homes as long as they wish and are able.