



HOWARD COUNTY DEPARTMENT OF CITIZEN SERVICES

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Dear Applicant,

Thank you for your interest in our Home Care Registry. Enclosed is an application. The Office on Aging is currently looking for people who are willing to perform Home Care Services for older persons and persons with disabilities within our community. The Office on Aging publishes this Registry as a tool for the community. We are unable to endorse any one provider on the listing.

If you are included on our Registry, you are **not** employed by Howard County, and you will be interviewed and hired directly by the client. We understand that you are not volunteering your services and will be paid based on the agreement set between you and the client at the time of your interview with them.

This is how our Registry works. A client or their family calls us for information on how to access in home care. We mail them a packet of information including the Registry itself and tips on what they need to do when they hire someone. Then the client (or family) calls you, discusses the services needed, sets up an appointment for an interview, hires you and begins the employee/employer relationship.

The Registry itself includes your name, address, telephone number, e-mail* (optional), birth date (optional), licenses, or special training, the duties that you are willing to perform, the days and times that you are available, and any special information you wish to include. We will not include your cost rates as we understand that your fee may be based on the services you will perform. *E-mail addresses must be of a business-like nature, the Office on Aging will not publish inappropriate addresses.

The Registry list is sent to older persons, younger persons with disabilities, their families, and a few significant Howard County Agencies that work with the older adult and persons with disabilities populations. The document is also posted on the Howard County Office on Aging website: www.howardcountyaging.org but it will not otherwise be given out to the general public. The Office on Aging is not receiving a fee from either you or the clients involved. The Office does this as a service for older persons, younger persons with disabilities and families.

The Office on Aging reserves the right to reject any application for the Registry for any reason, including but not limited to applicants who sell or promote financial products or services to the older persons or persons with disabilities.