CHORE VOUCHER PROGRAM OVERVIEW

The chore voucher program is funded by the Larimer County Office on Aging (LCOA). The program is designed to provide financial support for individuals residing in Larimer County who are 60 years or age or older and who are unable to perform the task that the service provides due to physical limitation. This assistance is intended to enhance quality of life by allowing older adults to remain in their homes and to stay as independent as possible. Preference and priority shall be given to those eligible persons with the greatest social and economic need (low income and frail) with attention to low income older adults and older adults residing in rural areas.

CHORE VOUCHER PROGRAM GUIDELINES

ELIGIBILITY

1. In compliance with the Older American’s Act funding, the target population for this program is adults age 60 and over with the greatest economic and social need. Priority will be given to minority, frail older adults living in rural areas.

2. To be eligible for a chore voucher, a consumer must be residing in the home where the chores will be completed and be experiencing physical limitations that substantially impairs one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying. The target population for chore vouchers are older adults with the highest social and economic need (low income and frail).

3. All assessments (requests) for chore assistance will be directed to and receive approval from the Larimer County Office on Aging (LCOA).

REQUESTING A VOUCHER

4. Assessments requesting chore vouchers will be accepted throughout the year. Before a request can be processed, a Chore Voucher Assessment and a Chore Voucher Request form must be submitted to the LCOA that includes the name of the person or service provider who will complete the chore(s), the estimated cost of the chore and when the chore(s) are scheduled to be completed.

5. Only chores that are expected to be completed within 90-days will be considered except for seasonal chores (e.g. lawn mowing and snow removal). Seasonal chores may be requested for the entire 6-month voucher period.

6. Consumers that have submitted assessments (requests) that do not meet eligibility criteria will be notified by telephone and/or mail.
7. Vouchers for household organization will be issued one time only per household. Chore Vouchers cannot be used for situations or concerns where the consumer has accumulated an excessive amount of possessions or items, has difficulty discarding or parting with possessions, or is unable to get rid of items resulting in an excessive accumulation of items.

8. To request a new voucher, consumers must complete and submit a new Chore Voucher Assessment and Chore Voucher Request form every six-months.

VOUCHER PERIODS AND AWARD

1. Funds will be awarded on a first-come first-served basis in two six-month vouchers periods each year.
   a. July 1 to Dec. 31 - Summer/Fall Voucher period
   b. Jan 1 to June 30 - Winter/Spring Voucher period

2. Assessments and requests will be processed for the voucher period in which they are received with the following exceptions:
   a. Assessments received between June 1st and July 1st will be considered for the Summer/Fall Voucher period – July 1st to December 31st.
   b. Assessments received between Dec. 1st and Jan. 1st will be considered for the Winter/Spring Voucher period – January 1st to June 30th.
   c. Assessments will continue to be processed until all funding for that voucher period has been assigned.

3. If all funding for a six-month voucher period has been awarded, any additional assessments received that meet targeting criteria, will be placed on a waitlist and processed as funding becomes available.
   a. Consumers on the waitlist will be contacted by the LCOA before the next six-month voucher period to update their chore voucher assessment/request.

4. Consumers may be awarded up to $250 per voucher period and consumers may apply for a new chore voucher in each voucher period. Voucher awards are based on the actual cost of the chores that are expected to be completed within 90-days of the request.

5. Vouchers awards are based on the actual cost of labor for approved chores. Consumers may request funding for more than one chore.
6. Consumers that receive chore vouchers will have an assigned dollar amount stipulated on the request for payment form with the list of the approved services.
   a. Each consumer is required to track their own voucher balance to keep from going over their assigned funds.

ADDITIONAL VOUCHER GUIDELINES

1. Voucher funds must be used within the designated six-month voucher period.

2. Vouchers are not automatically renewed, and consumers must request a new voucher every six-months.

3. Vouchers are NOT transferrable to another individual or to another voucher period and unused funds cannot be transferred to another voucher period.

4. The LCOA cannot provide referrals to service providers and does not keep a list of providers who provide chore services.

5. Chore services cannot be provided by a family member (whether living in the home or not).

6. Consumer must be residing in the home where the chores will be completed, and vouchers cannot be used on a residence that is not the primary home of the consumer.

7. The consumer agrees to pay the service provider directly and will then be reimbursed (paid back) by the LCOA for approved services.

8. If the consumer who was awarded the voucher is deceased, the voucher will be terminated. Reimbursements cannot be made to the consumer’s estate or to their spouse, adult children, or other individuals.

9. The funding can only be used for the cost of labor and cannot be used for the cost of materials.

10. All services and the dollar amount must be pre-authorized by the LCOA prior to the service(s) being performed or completed.

11. Funding for this program is limited and is not meant to cover the full cost of the requested service(s). Due to administrative and processing requirements, there may be a gap in the availability of funding between voucher periods.
REQUESTING A REIMBURSEMENT

1. To receive a reimbursement, the consumer must submit a completed request for payment form to the LCOA.
   a. The reimbursement request form **must be signed by the consumer** (person who was awarded the chore voucher) and **signed by the provider** (person providing the chore services) with the date and description of services. In lieu of the provider’s signature, the consumer may attach an invoice or statement from the provider agency.
   b. The consumer assumes sole responsibility for selecting a provider and paying all charges incurred to the provider.
   c. The LCOA will not reimburse (pay back) for expenses that exceed the assigned dollar amount.
   d. The LCOA cannot directly reimburse (pay) service providers and can only reimburse the consumer for approved services.
   e. LCOA cannot reimburse for services that were provided before the voucher was issued, or after the voucher has terminated.
   f. Summer/Fall Voucher allocations must be spent by 12/15 and all requests for reimbursements **must be** received by the LCOA no later than 12/31.
   g. Winter/Spring Voucher allocations must be spent by 6/15 and all requests for reimbursements **must be** received by the LCOA no later than 6/30.
   h. Any requests for reimbursement that are received by the LCOA after 12/31 or 6/30 cannot be paid. The received date is the date that the LCOA receives the signed reimbursement request in the office not the date it was mailed.

Referrals and inquires may be made by contacting the Larimer County Office on Aging
(970) 498-7750

Please submit the signed *Chore Program Assessment* and the *Chore Request* form to:

Larimer County Office on Aging – Attention: Chore Voucher Program
1501 Blue Spruce, Fort Collins, CO 80524

*Donations for this program are gratefully accepted. All donations are used to expand services to other consumers in Larimer County. Please know that no person is denied access to services for inability or unwillingness to donate, and all donations remain anonymous.*