

Blue Rivers Area Agency on Aging
In-Home Services Policy

1. Blue Rivers Area Agency on Aging maintains all Contractor agreements on file. Contractors are encouraged to keep all documents related to the agreement.
2. Contracts will be renewed annually. Contracts become null and void after being inactive for ninety (90) consecutive days.
3. Persons over the age of sixty (60) will be used whenever possible if applicant is fully qualified for the position.
4. Discrimination against any person in recruitment, retention, or any action, because of political or religious opinion, affiliation, race, age, handicap, gender, or national origin is prohibited, with the exception that the Agency reserves the right to give preference to qualified persons age sixty (60) plus.
5. Contractors will be furnished with all necessary policies/procedures and forms.
6. Applicants may be asked to provide three (3) references.
7. Contractors will be paid on a monthly basis. Forms and instructions will be provided by the Agency.
8. Authorization for work must be documented on a time sheet prior to performing the work. If a client requests other services, he or she must contact the Agency first. Unauthorized work will not be reimbursed to the Contractor.
9. The Agency may, when appropriate, refer a client to a contractor to provide services independent of the In-Home Services Program. The Agency refers in instances where it is determined that the work needed is beyond the scope of the In-Home Services Program, such as work that requires a city inspection or building permit.