

MARIA'S TIPS FOR THE REGISTRY (558-1650)

DO'S:

1. VERY IMPORTANT: If you are hired, call me (Maria) and leave your first & last name, the date you were hired, and the first & last name of the Recipient.
2. REMEMBER: If you don't start on the first day of the month, the Recipient's hours must be prorated.
3. If you call me for any other reason: Leave first & last name, phone number, and BRIEFLY, what you need.
4. CALL ONCE A MONTH TO LET ME KNOW THAT YOU ARE STILL LOOKING FOR WORK.
5. If you are full, call me (Maria) so that I can mark you inactive.
6. ALWAYS return your calls—both to me & to the Recipients. Failure to do so will count as complaint.
7. ALWAYS report changes in phone numbers & hours that you are available.
8. IHSS IS A JOB—Be professional and be on time.
9. If your Recipient's health is getting worse so that he or she needs more of your time, call the Social Worker to report. The Recipient may need more hours.

DONT'S:

1. NEVER send someone else in your place. This can be cause for termination from the Registry.
2. Do not go to work after you have been drinking, and no drinking on the job.
3. Do not smoke on the job. If you must smoke, always smoke outside or before or after you work.

WHAT DO I DO WHEN I GET HIRED? HOW DO I GET PAID?

When a Recipient hires me:

1. Call Maria at 558-1650 to let her know. She will:
 - a. Tell me how many hours the Recipient has
 - b. Tell me who to have the Recipient call for a Hire Packet
 - b. Email Social Services Assistant to let her know that I was hired

Note: Always make these calls. Do not assume that the Hire Packet is on its way to you.

2. When & where will I get the Hire Packet?
 - a. If Maria called to send me for this job, the Hire Packet & 1st time sheet should come to my home in about a week.
 - b. If I was hired because the Recipient called me from a list, Recipient must call the Social Services Assistant to request a Hire Packet. It will be sent to Recipient's home. If it is not there in a week, call the Social Services Assistant.
3. You will not get paid for this Recipient until you complete these forms and send them to IHSS.
 - a. IHSS will then enter your information into the payroll system
 - b. It takes payroll system 5 to 7 days to verify your Social Security number.
 - c. Social Services Assistant will then order a time sheet that will be sent to your home.
 - d. Your next time sheet will always come attached to your check.
 - e. You must wait 10 working days before you can call to inquire on the status of your check.