A Yavapai Care Services, LLC, Business Enterprise



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EMPLOYEE APPLICATION PACK - PART 1

Welcome to Helping Hands

Dear Applicant:

Thank you for considering Helping Hands as your new employer. You may rest assured that if you qualify and are hired you will be joining the best staff of administrators and caregivers existing in any in-home care services agency in Yavapai County, and probably in the State of Arizona.

A primary reason for this is that I, as Founder, and nearly all of our administrative staff have had years of experience in the direct, hands-on provision of care services to individuals. So we know what "working in the trenches," is, and what the service work of caregiving entails and requires of our direct-care staff. Consequently, we value our caregivers just as highly as we value our clients, and do everything we can to provide the best wages, benefits and working conditions possible.

So, again, we thank you for considering us as your new employer, and look forward to welcoming you on board as a new staff member.

Blessings,

John P. Armstrong Founder General Member

EMPLOYMENT PACKET MINIMUM CRITERIA FOR ALL POSITIONS

Applicants for all positions must:

- ♦ Have a High School diploma or its equivalent, or be currently enrolled in school toward the achievement of that end.
 - Be verifiably legally eligible to work in the United States.
 - ◆ Have at least 3 month's experience of work and/or service in the same or a similar field of activity.
 - ♦ Present the following items:

□.	A completed application for employment. A resume may be submitted in addition to, but not in lieu
	of, a completed application.

☐ Copy of current Drivers License or picture ID

- ☐ Copy of Social Security Card and any other document required by law.
- ☐ Completed and signed Employment Eligibility Verification form, Criminal Record Self-Disclosure form, W4 and Arizona Withholding forms, and Arizona MVD Driving Records Release Consent form.
- ☐. Signed Caregiver Acknowledgement and Agreement form.
- ☐ Current Driver's License, automobile registration, and insurance if applicant is to be eligible to provide services to clients where part of the duties require driving in transporting clients, running errands, doing shopping, and so forth.
- Be at least 18 years of age to work in some positions.

QUALIFIED CAREGIVER EMPLOYMENT ELIGIBILITY

(Requirements established under terms of contract with Yavapai County Department of Medical Assistance, Long Term Care, and/or Arizona DES Division of Developmental Disabilities)

Each applicant's file must contain the following items as a condition of employment. All items may be obtained in and through a Helping Hands office if an applicant is not already in possession of all of them.

It is generally necessary that applicants present and/or complete all required items prior to receiving job assignments. In no case may service assignments be maintained without presentation of all required items within 60 days of the date of hire.

□.	A current Fingerprint Clearance Card, OR, if the applicant does not have a card, a completed
fing	gerprint card and application (Fingerprints can be taken in the office).
	Current CPR Certification
	Current First Aid Certification or CNA Registration
	3 good, verifiable References from non-relatives, at least one of whom is a former employer.
	Training certification and qualification as a Direct Care Worker (DCW), Certified Caregiver, CNA,
or l	nigher degree of certification/licensure.
	Training/orientation in company policies and procedures and business practices
	Acceptable 3 year MVD driving record, or signed agreement not to drive as a part of work.

NOTE: All of the above may be obtained from or through Helping Hands. A fingerprint processing fee of \$69.00 and a MVD Driving Record fee of \$3.00 will be charged to the applicant when obtained through Helping Hands. Such fees may be paid by the applicant at the time of employment, or may be deducted in reasonable amounts from each of a new employee's initial paychecks until paid in full.

Meeting the above requirements will enable caregivers to work with both Private Pay Clients and Long Term Care funded clients. Additional training (or proof of training) is required of applicants who wish to work with Developmentally Disabled Clients. This training may also be obtained through Professional Caregiver Training Centers, a branch of Yavapai Care Services, LLC.

EMPLOYMENT BENEFITS FOR CAREGIVER STAFF AND FAMILY ATTENDANT CARE PROVIDERS

- Competitive wages based upon type of work performed and services provided.
- Differential pay of up to \$2.00 more per hour above hourly wage for particular services provided in <u>some</u> special cases.
- Mileage expense reimbursement in <u>some</u> private pay and private insurance care cases.
- Scholarships for DES required initial, approved Direct Care Worker (DCW) Training.
- Free CPR and First Aid training and certification.
- Free required continuing training modules.
- Free DCW DD Module, Article IX, CIT and other training for caregivers providing developmentally disabled services.
- Free personal computer service work.
- Bonuses may be paid on special occasions, as determined by the business owners.

APPLICATION FOR EMPLOYMENT (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER) APPLICATION TO WORK WITH: **ELDERLY** DD **BOTH FAMILY ATTENDANT CARE** PERSONAL INFORMATION DATE SOCIAL SECURITY NAME NUMBER FIRST MIDDLE PRESENT ADDRESS STREET STATE CITY PERMANENT ADDRESS STREET CITY STATE 7IP ARE YOU 18 YEARS OR OLDER? PHONE NO. Yes No ACCEPT TEXT MESSAGES? Yes ☐ No CELL PHONE NO. **EMAIL ADDRESS** ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED No Yes IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? **STATUS** DATE YOU WAGE Yes No ARE YOU EMPLOYED NOW? **CAN START** DESIRED DO YOU PLAN TO STAY WITH CURRENT EMPLOYER? Yes No WHEN? EVER BEEN EMPLOYED BY THIS COMPANY BEFORE? Yes No REFERRED BY *NO OF YEARS **EDUCATION** NAME AND LOCATION OF SCHOOL *DID YOU SUBJECTS STUDIED **GRADUATE? ATTENDED** HIGH SCHOOL IDDLE COLLEGE TRADE BUSINESS OR CORRESPONDENCE SCHOOL GENERAL SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK CURRENT CERTIFICATIONS FINGERPRINT CLEARANCE CPR FIRST AID CNA SPECIAL SKILLS ACTIVITIES: (CIVIC, ATHLETIC, ETC.) EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED. SEX, AGE, MARITAL STATUS. COLOR OR NATION OF ORIGIN OF ITS MEMBERS. CAN YOU PASS A BACKGROUND CHECK? Yes No DRUG TEST? Yes No 🗌 DO YOU SMOKE? Yes ☐ No ☐ IF NO, CAN YOU WORK WITH SMOKERS? Yes No \square

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26,1991.

WOULD YOU HAVE A PROBLEM WITH: FIREARMS IN A HOME? Yes ☐ No ☐ DOGS IN A HOME? Yes ☐ No ☐

CATS IN A HOME? Yes No USING CERTAIN CLEANING CHEMICALS? Yes No

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ABILITIES, EXPERIENCE AND AVAILABILITY

Dire at sp	ME	e any limitations on any checke	
	do not have any experience with nor any item UTINE CAREGIVING	LIMITATIONS?	SUPERVISORY NOTES
	Homemaking/Housekeeping		
	Personal Care Assistance		
	Personal Care, Extensive		
	Transfers/Lifting—Limited		
	Transfers/Lifting—Unlimited		
	Cooking		
	Shopping/Errands		
	Transportation		
	Companionship		
SPI	ECIAL CAREGIVING SKILLS	LIMITATIONS?	SUPERVISORY NOTES
	Speak Foreign Language		
	Alzheimer's/Dementia		
	Mental Illness		
	Developmental Disabilities		
	Habilitation		
	Medication Assistance		
	Catheter Care		
	Colostomy Care		
	Tube Feeding		
	Oxygen/Nebulizer		
	Hoyer Lift		
	Hospice		
SPI	ECIAL AVAILABILITY	LIMITATIONS?	SUPERVISORY NOTES
	24 Hours Shifts		
	12 Hour Overnight Shifts		

Weekend/On Call/Urgent Fill-In

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

CRIMINAL HISTORY SELF DISCLOSURE AFFIDAVIT

Your fingerprints will be submitted to the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) for a criminal history check. Your self-disclosure on this affidavit and the information provided by your criminal history check will be used, as authorized by Public Law and Arizona Revised Statues, to help us determine your fitness to have unsupervised access to vulnerable persons. Your failure to disclose true and accurate information on this affidavit will be sufficient grounds to end your employment or to deny, suspend, or revoke your license and may be referred to the State Attorney General's Office for prosecution.

Be sure that you go over all five (5) pages of the self-disclosure affidavit.

You have the right to obtain a copy of any background check report and challenge the accurate report. If you challenge the information, you also have a right to prompt determination copy of your background check report, contact the DPS Records Unit, ACJIS Division at (6)	n as to the validity of your c	
YOUR NAME (First, Middle, Last)	DATE OF BIRTH (MM/DD/YY)
ADDRESCO (No. Choose And No. City, Class, 7/D)		
ADDRESS (No., Street, Apt. No., City, State, ZIP)		
Check one of the following and provide information as directed: I have not been convicted of nor am I under pending indictment for any crimes. I have been convicted of or I am under pending indictment for the following crime(s) circumstances and outcome-attach additional pages as needed).) (provide dates, location/jur	isdiction,
ALSO – Check one of the following: I am not subject to registration as a sex offender in Arizona or in any other jurisdiction. I am subject to registration as a sex offender in Arizona or in any other jurisdiction. (offender in this state or any other jurisdiction, DPS will deny you a Level 1 Fingerpre eligible to appeal the decision.)	If you are subject to registra	
I certify that I understand this affidavit. My self-disclosure is true, accurate, and complete	to the best of my knowledge	ð.
Your Signature	Date	
Notary Public		
State of Arizona, County of		
Subscribed and sworn or affirmed and acknowledged before me this	day of	, 20
Commission Expiration date Notary Public's Signature Notary Public's Notary Public N	ure	

Non-Appealable Offenses

Are you awaiting trial for or have you ever been convicted of committing, attempting to commit, soliciting or facilitating or conspiring to commit one or more of these crimes in this state or a similar crime in another jurisdiction? Mark "Yes" or "No" as applicable.

If you are subject to registration as a sex offender in this state or any other jurisdiction, or awaiting trial on or been convicted of committing, attempting to commit, soliciting or facilitating, or conspiring to commit one or more of the crimes in this section DPS will deny you a Level 1 Fingerprint Clearance Card and you WILL NOT be eligible to appeal the decision.

Expunged convictions from any court other than juvenile court must be identified.

YES	NO	
		1. Sexual abuse of vulnerable adult
		2. Incest
П	П	3. Homicide, including first or second-degree murder, manslaughter and negligent homicide
\sqcap	\Box	4. Sexual assault
Ħ	Ħ	Sexual exploitation of a minor or vulnerable adult
H	H	6. Commercial sexual exploitation of a minor or vulnerable adult
H	H	
H	님	7. Child prostitution as prescribed in A.R.S. § 13-3212
님	H	8. Child abuse
Ц	\sqsubseteq	9. Felony child neglect
Ц		10. Sexual conduct with a minor
Ш	Ш	11. Molestation of a child or vulnerable adult
		12. Dangerous crime against children as defined in A.R.S. § 13-705
		13. Exploitation of minors involving drug offenses
		14. Taking a child for the purposes of prostitution as defined in A.R.S. § 13-3206
		15. Neglect or abuse of a vulnerable adult
de la constantina		16. Sex trafficking
	П	17. Sexual abuse
Ħ	Ħ	18. Production, publication, sale, possession and presentation of obscene items as prescribed in A.R.S. § 13-3502
		19. Furnishing harmful items to minors as prescribed in A.R.S. § 13-3506
Н		20. Furnishing harmful items to minors by internet activity as prescribed in A.R.S. § 13-3506.01
H	H	21. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in
		A.R.S. § 13-3512
П	П	22. Luring a minor for sexual exploitation
H	H	23. Enticement of persons for purposes of prostitution
H	H	24. Procurement by false pretenses of persons for purposes of prostitution
H	H	25. Procuring or placing persons in a house of prostitution
	H	
	H	26. Receiving earnings of a prostitute
H	님	27. Causing one's spouse to become a prostitute
less of		28. Detention of persons in a house of prostitution for debt
	닏	29. Keeping or residing in a house of prostitution or employment in prostitution
	닏	30. Pandering
	Ш	31. Transporting persons for the purpose of polygamy and concubinage
	Ш	32. Portraying adult as a minor as prescribed in A.R.S. § 13-3555
		33. Admitting minors to public displays of sexual conduct as prescribed in A.R.S. § 13-3558
		34. Any felony offense involving contributing to the delinquency of a minor
		35. Unlawful sale or purchase of children
		36. Child bigamy
		37. Any felony offense involving domestic violence as defined in A.R.S. § 13-3601, except for a felony offense
		only involving criminal damage in an amount more than \$250, but less than \$1000 if the offense was committed before July 1, 2009.
		38. Felony indecent exposure
H		39. Felony public sexual indecency
片	H	
		40. Felony driving under the influence, driving under the extreme influence or aggravated driving under the influence if committed within 5 years of the date you apply for a Level 1 Clearance Card.
		41. Terrorism
		42. Any offense involving a violent crime as defined in A.R.S. § 13-901.03

Appealable 5 Years After Conviction

The following **felony** offenses are non-appealable if committed within 5 years before the date you apply for a Level 1 Fingerprint Clearance Card. If you have been convicted of committing, attempting to commit, soliciting or facilitating or conspiring to commit one or more of the crimes in this section *within 5 years* of applying for a Level 1 Fingerprint Clearance Card, DPS will deny you a Level 1 Fingerprint Clearance Card and you **WILL NOT** be eligible to appeal the denial.

If the conviction was *more than 5 years* before you apply for a Level 1 Fingerprint Clearance Card, DPS will deny you a Level 1 Fingerprint Clearance Card, but you will be eligible to appeal the denial to the Arizona Board of Fingerprinting.

Mark "Within 5 Years," "Over 5 Years" or "No" as applicable.

WITHIN 5 YEARS	NO	
		1. Endangerment
		2. Threatening or intimidating
		3. Assault
		4. Aggravated assault
		5. Unlawfully administrating intoxicating liquors, narcotic drugs or dangerous drugs
		6. Dangerous or deadly assault by prisoner or juvenile
		7. Prisoners who commit assault with intent to incite riot or participate in riot
		8. Assault by vicious animals
		9. Drive by shooting
		10. Assaults on public safety employees or volunteers and state hospital employees
		11. Discharging a firearm at a structure
		12. Prisoner assault with bodily fluids
		13. Aiming a laser pointer at a peace officer
		14. Possession and sale of peyote
		15. Possession and sale of a vapor-releasing substance containing a toxic substance
		16. Selling or giving nitrous oxide to underage persons
		17. Sale of regulated chemicals
		18. Sale of precursor chemicals
		19. Production or transportation of marijuana
		20. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs
		21. Possession, use, administration, acquisition, sale, manufacture or transportation of prescription-only drugs
		22. Administration, acquisition, manufacture or transportation of dangerous drugs or narcotic drugs
		23. Manufacturing methamphetamine under circumstances that cause physical injury to a minor under the age of 15
		24. Involving or using minors in drug offenses
		25. Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs, or narcotic drugs or manufacture of dangerous drugs in a drug-free school zone
		26. Possession, manufacture, delivery and advertisement of drug paraphernalia
		27. Use of wire communication or electronic communication in drug-related transactions
		28. Using a building for sale or manufacture of dangerous or narcotic drugs
		29. Manufacture or distribution of prescription-only drug
		30. Manufacture, distribution, or possession with intent to use imitation controlled substances, imitation prescription-only drugs or imitation over-the-counter drugs
		31. Manufacture of certain substances and drugs by certain means

Appealable Offenses

Are you awaiting trial for or have you ever been convicted of committing, attempting to commit, soliciting or facilitating or conspiring to commit one or more of these crimes in this state or a similar crime in another jurisdiction? Mark "Yes" or "No" as applicable.

If you are awaiting trial on or been convicted of committing, attempting to commit, soliciting or facilitating or conspiring to commit one or more of these crimes, DPS will deny you a Level 1 Fingerprint Clearance Card, but you will be eligible to appeal the decision to the Arizona Board of Fingerprinting.

YES	NO	
		1. Theft
	П	2. Theft by extortion
ā	Ħ	3. Shoplifting
		4. Forgery
	H	
님		5. Criminal possession of a forgery device
닏		6. Obtaining a signature by deception
		7. Criminal impersonation
Ш		8. Theft of a credit card or obtaining a credit card by fraudulent means
		9. Receipt of anything of value obtained by fraudulent use of a credit card
		10. Forgery of a credit card
		11. Fraudulent use of a credit card
		12. Possession of any machinery, plate or other contrivance or incomplete credit card
		13. False statements as to financial condition or identity to obtain a credit card
$\overline{\Box}$	\Box	14. Fraud by persons authorized to provide goods or services
П	Ħ	15. Credit card transaction record theft
H	H	16. Misconduct involving weapons
		17. Misconduct involving explosives
H	H	
	Н	18. Depositing explosives
님	님	19. Misconduct involving simulated explosives
Ш		20. Concealed weapon violation
Ш	Ц	21. Misdemeanor indecent exposure
		22. Misdemeanor public sexual indecency
		23. Aggravated criminal damage
		24. Adding poison or other harmful substance to food, drink or medicine
		25. A criminal offense involving criminal trespass and burglary under Title 13, Chapter 15
		26. A criminal offense involving organized crime or fraud as prescribed in Title 13, Chapter 23, except terrorism
		27. Misdemeanor offenses involving child neglect
		28. Misdemeanor offenses involving contributing to the delinquency of a minor
П		29. Misdemeanor offenses involving domestic violence as defined in A.R.S. § 13-3601
\Box		30. Felony offenses involving domestic violence if the offense only involved criminal damage in the amount of
	60 m 6	\$250 but less than \$1000 and the offense was committed before July 1, 2009.
		31. Arson
	П	32. Criminal damage
П	Ħ	33. Misappropriation of charter school monies as prescribed in A.R.S. § 13-1818
Ħ	Ħ	34. Taking identity of another person or entity
П	Н	35. Aggravated taking identity of another person or entity
H	H	36. Trafficking in the identity of another person or entity
	H	37. Cruelty to animals
	님	Konstitute National Delivery Action Production of the Constitution
	Н	38. Prostitution as described in A.R.S. § 13-3214
Ц	님	39. Sale or distribution of material harmful to minors through vending machines as prescribed in A.R.S. § 13-3513
	닏	40. Welfare fraud
	닏	41. Kidnapping
		42. Robbery, aggravated robbery or armed robbery
		43. Misdemeanor endangerment
		44. Misdemeanor threatening or intimidating

YES	NO	
		45. Misdemeanor assault
		46. Misdemeanor aggravated assault
		47. Misdemeanor unlawfully administering intoxicating liquor, narcotic drugs or dangerous drugs
		48. Misdemeanor dangerous or deadly assault by prisoner or juvenile
		49. Misdemeanor prisoners who commit assault with intent to incite riot or participate in riot
		50. Misdemeanor assault by vicious animals
		51. Misdemeanor drive-by shooting
		52. Misdemeanor assaults on public safety employees or volunteers and state hospital employees
		53. Misdemeanor discharging a firearm at a structure
		54. Misdemeanor prisoner assault with bodily fluids
		55. Misdemeanor aiming a laser pointer at a peace officer
		56. Misdemeanor possession and sale of peyote
		57. Misdemeanor possession and sale of a vapor-releasing substance containing a toxic substance
		58. Misdemeanor selling or giving nitrous oxide to underage persons
		59. Misdemeanor sale of regulated chemicals
		60. Misdemeanor sale of precursor chemicals
		61. Misdemeanor production or transportation of marijuana
		62. Misdemeanor possession, use or sale of marijuana, dangerous drugs or narcotic drugs
		63. Misdemeanor possession, use, administration, acquisition, sale, manufacture or transportation of prescription-only drugs
		64. Misdemeanor administration, acquisition, manufacture or transportation of dangerous drugs or narcotic drugs
		65. Misdemeanor manufacturing methamphetamine under circumstances that cause physical injury to a minor under the age of 15
	10 mg / 10 mg	66. Misdemeanor involving or using minors in drug offenses
		67. Misdemeanor possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs, or narcotic drugs or manufacture of dangerous drugs in a drug-free school zone
		68. Misdemeanor possession, manufacture, delivery and advertisement of drug paraphernalia
		69. Misdemeanor use of wire communication or electronic communication in drug-related transactions
		70. Misdemeanor using a building for sale or manufacture of dangerous or narcotic drugs
		71. Misdemeanor manufacture or distribution of prescription-only drug
		72. Misdemeanor manufacture, distribution, or possession with intent to use imitation controlled substances,
V-100	72417333544	imitation prescription-only drugs or imitation over-the-counter drugs
		73. Misdemeanor manufacture of certain substances and drugs by certain means

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local DES office manager; TTY/TDD Services: 711.