

GARFIELD HOUSING AUTHORITY CONGREGATE HOUSING SERVICES PROGRAM (CHSP)

What is CHSP?

CHSP consists of housekeeping, assistance with personal care (showering, dressing, grooming, eating, etc.), laundry, transportation to medical appointments, and assistance with social service issues. These services are provided by the Congregate Program Staff of the Garfield Housing Authority.

How do I know if I am eligible for these services?

These services are available to all Garfield Housing Authority residents over 62 years of age and those residents who are disabled/handicapped.

How much will these services cost me?

The fees are based on your monthly income. Every participant is limited to 3 hours of service per week. Not all participants will need the maximum of 3 hours each week. However, special consideration will be given to those residents in need of more than 3 hours, but only on a temporary basis.

The CHSP Coordinator will discuss your individual needs and how much time you wish to utilize, at that time you will be informed of the co-pay you will be expected to contribute toward your services.

How do I sign up? ! ? ! ? ! ?

To begin services you simply call (973) 340-4170 Ext 5, and ask to speak with the Congregate Program Coordinator.

CHSP

List of Services

HOUSEKEEPING SERVICES

This service encompasses routine cleaning and all types of housekeeping tasks such as mopping floors, vacuuming, cleaning tub/tile, cleaning refrigerators, dusting furniture, cleaning drapes (limited to once a year), cleaning windows (limited to once a year), etc.

All *cleaning supplies* are to be *purchased by the resident*. Without items such as a mop, cleansers, polishes, etc. the job cannot be accomplished. If you are unable to purchase these necessary items yourself, ask a relative or friend to purchase them for you.

Schedules change occasionally due to your housekeeper having days off, holidays, inclement weather and unexpected changes in appointments of other program participants. As a result, your housekeeper may be late from time-to-time and you may occasionally have a substitute housekeeper. This is beyond our control, so please allow each housekeeper time to learn your specific needs. We greatly appreciate your patience and flexibility.

If your cleaning day becomes inconvenient due to changes in your schedule, please contact our office and we will try our best to make necessary changes. It is important that all residents understand that CHSP staff try to accommodate individual appointment time requests. Not everyone will have appointment times available according to their 1st preference.

NOTIFY OUR OFFICE IMMEDIATELY IF YOU WILL BE UNAVAILABLE FOR YOUR REGULARLY SCHEDULED APPOINTMENT. IF YOU FAIL TO NOTIFY THIS OFFICE OF A CANCELATION - YOU WILL BE CHARGED ONE HOUR'S FULL FEE.

PERSONAL CARE

These services include assistance in dressing, grooming, eating, walking, etc.

LAUNDRY SERVICE

This service is available on a weekly basis, usually the same day every week. You are responsible for the cost of the machines. Please have the amount needed for the washer and dryer on your card. **Supplies** such as soap powder, bleach, fabric softeners, etc. **must be supplied by the resident.**

TRANSPORTATION SERVICES

Congregate Program staff will provide CHSP participants with medical transportation when county transportation isn't possible.

Transportation is available Monday through Friday from the hours of 9:30 am to 2:00 pm. Appointments should be made during these hours. Please call (973) 340-4170 ext5 to schedule a ride. We must receive at least 2 days notice. Keep in mind that CHSP will not be able to transport you out of the vicinity of Garfield and neighboring communities.

CASE MANAGEMENT

This service includes information, referral, assistance in completing forms, scheduling appointments, coordination of services, assistance with bills and/or personal affairs, etc. Call (973) 340-4170 extension 5 to make arrangements for an appointment.