

From: Ellison, Ruchelle <rellison@aging.sc.gov>
To: Bailey, Jalawndajbailey@aging.sc.gov
CC: Wolf, Anneawolf@aging.sc.gov
John Robertsjroberts@aging.sc.com
Kester, Tonykester@aging.sc.gov
Date: 11/7/2014 6:22:20 AM
Subject: RE: Rental Assistance Productivity

Jalawnda,

Please review report and add check numbers using the payment registers.

Let me Know if you have questions regarding this quest.

We will try and compare reports on Monday.

Ruchelle

Sent on the new Sprint Network from my Samsung Galaxy S@4.

----- Original message -----

From: "Bailey, Jalawnda"
Date: 11/06/2014 4:57 PM (GMT-05:00)
To: "Ellison, Ruchelle"
Cc: "Kester, Tony" , "Wolf, Anne" , "Grant, Pamela" , "Roberts, John"
Subject: Rental Assistance Productivity

Updated Spreadsheet attached.

Worked:
Betty Stover
John Wilson

Alphabetizing all files

Contacted:

Nathaniel Thompson – Called landlord for W-9 and lease agreement, **returned call will be sending**
Rachel Hodges – Returned call, left message, **problem was solved**
Lougenia Hill – Call to advice eviction was served, **Walked-in to give copies of eviction**
Loretta Ball – Returned call, stated landlord will send in information today
Shirley Green – Left
Betty Stover – Landlord stated will work with her, any amount will help, used our services last year
John Wilson – emailed Rental Application
Mary Cunningham – Called for application, will mail out
Katherine Sullivan – Check approval status
Millie Brown – Check status, advised processed
Norman Perry – Called to check if W-9 and Leases was sent in, advised it was not
Shirley Jefferson – Check status of application

Shirley Phillips – Spoke with landlord on balance, worked with finance team with resolving matter
Rosa Spears – Checking status of application

Filed/Build Folder:

Shirley Jefferson
Sandra Price
Mary Washington
Sara Smith

Entered On Spreadsheet:

Shirley Jefferson
Sandra Price
Mary Washington
Sara Smith

Mailed:

Mary Cunningham