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To: Ellison, Ruchellerellison@aging.sc.gov

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Roberts, Johnrobertsj@aging.sc.gov

Date: 11/14/2014 4:54:03 PM

Subject: Rental Assistance Productivity

Attachments: Copy of ERA Spreadsheet 2014 (Autosaved).xlsx

Updated Spreadsheet attached.

Worked:

Martha Ford

Peggy Austin

Contacted:

Shirley Jefferson – Landlord requesting update on funds, called to advised processed

Robert Rodriguez – Landlord came by to pick up funds, advised after 11am, left message that check can be picked up 2:14pm

Kairun Shabdeen – Landlord will send in additional information

James Graham – Called landlord advised of Arrow Bonding LLC was listed as business name, emailed new W-9 form to fill out

Shirley White – Called to check status of application advised already processed

Lougenia Hill – Called to advised she is still looking for residence

Mary Oglesby – Call to check amount being paid, advised of our assistance limits

Virginia Johnson – Called to check status of application

Delia Baker – Checked status of application

Alice Alexander – Checked status of application

Entered on Spreadsheet:

Patrick Wilson

Cynthia McCray-Wright

John Wilson

Alice Alexander

Brenda Gradney

Mary Oglesby

Shirley White

Virginia Johnson

Levon Thompson

Robert Rodriguez

Nathaniel Thompson

Mark Hudson

Gladys Dozier

Filed/Built:

Patrick Wilson
Cynthia McCray-Wright
John Wilson
Alice Alexander
Brenda Gradney
Mary Oglesby
Shirley White
Virginia Johnson
Levorn Thompson
Robert Rodriguez
Nathaniel Thompson
Mark Hudson
Gladys Dozier

Mailed:
Doretha Bryant

Looked for old file of Stella Crouch