

From: Bailey, Jalawnda <jbailey@aging.sc.gov>

To: Ellison, Ruchellerellison@aging.sc.gov

CC: Kester, Tonykester@aging.sc.gov

Wolf, Anneawolf@aging.sc.gov

Grant, Pamelagrants@aging.sc.gov

Roberts, Johnrobertsj@aging.sc.gov

Date: 11/21/2014 1:08:03 PM

Subject: Rental Assistance Productivity

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

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Updated Spreadsheet

Worked:

Deborah Hagedorn

Julia Smalls

Contacted:

Kathy Smith – Contacted for assistance with application

Darryl Cain – landlord call to ask question

Julia Smalls – Called to ask reason for assistance

Edwina Hart – Checked status of application

Lougenia Hill – Landlord working to complete application process

Mailed:

Mary Latimer

Ms. McClentock

Entered on Spreadsheet:

Harold Greene

Ann Primus

Filed/Built:

Harold Greene

Ann Primus