

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

To: Ellison, Ruchellerellison@aging.sc.gov

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Roberts, Johnrobertsj@aging.sc.gov

Date: 11/24/2014 4:52:41 PM

Subject: Rental Assistyance Productivity

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

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Updated Spreadsheet attached.

Worked:

Margie Mango

Contacted:

Stella Crouch – emailed response to Dan from corporate office

Linda Boone – Called for information on application, advised waiting on landlord, verified SSN of landlord, called back needing copy

Allison James – called for an application, stated will pick it up from office

Susie Runnels – emailed request for a copy of Rental application

Larry Kelley – Check application status, advised approved

Lougenia Hill – Called to obtain additional information to complete application

Judy Tuttle – Called to advised for remainder of funds \$301.00

Alecia Sligh – returned call from left message, advise application was approved

Darryl Cain – advised he will be in the office on Weds.

Charles Thompson – Landlord called for status, advised application was processed

Mary Cunningham – Left message for landlord to verify address, called back and verified

Cathy Smith – Asked questions about application process

Margie Mango – Advised need supporting documents to complete file

Claire Goodman – Contacted to verify landlord

Stella Crouch – Contacted Corporate, sent example form of 147C to Dan Bushlen

Placed on Transmittal:

Margie Mango

Julia Smalls

Entered on Spreadsheet:

Elizabeth Thompson

Alecia Sligh-Clark

Filed/Build:

Elizabeth Thompson

Alecia Sligh-Clark

