

# JANUARY NEWSLETTER 2019!!!



## Home at Heart hope everyone had a wonderful New Year.

Home at Heart will soon have a new office location in the month of January 2019. Exact date of moved will be announced once we have that information. The move will include our Greenfield office as well. There is no further information available currently.

Timesheets are due weekly, the policy remains if you turn your timesheet in on Wednesday, it will be marked as late **No exceptions**. You hand in your timesheets in person or by mail. If you choose to mail your timesheets, please note that if it is not received by Wednesday, it will be considered late. It is always best to bring timesheets in person or, have someone to drop off your timesheets if you're unable to make it in to the office.

Employees and clients please remember to call the office staff to give any newly updated address change or phone numbers. It is also important to reminder your clients to keep up with all doctor appointments throughout the year, this is vital in continuing with receiving help for the client personal and or supportive care services.

Home at heart staff members strive in making great efforts in providing the best and most professional customer services to all employees and clients. We always treat employees and clients with respect, we ask for the same in return. If you feel any staff member is unable to assist you, please feel free to speak with or leave a message for the office Manager or one of the Assistant Administrators. Home at heart staff will do our best to resolve any issues or concerns.

Lastly, W-2 forms will be handed out mid-January 2019. There is no further information is available at this time. Thank you and have a prosperous and blissful New Year!!!

**CLOSED DATES MONDAY JANUARY 21, 2019.**



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