

# Tender Loving Personal Care Times

VOLUME 1, ISSUE

NOVEMBER 2016

## SPECIAL POINTS OF INTEREST:

- **National  
Caregiver's  
Month**
- **Employee of  
the Month**
- **Veteran's  
Day**
- **Important  
Agency  
Updates**
- **Election  
2016  
Reminder**

## November is National Caregiver's Month

We, at Tender Loving Personal Care, LLP, would like to thank ALL of our Caregivers for a job well done. Your hard work, dedication and efforts in making a difference in other people's lives is greatly appreciated. Thanks for all that you do!

This month, we will be reaching out to clients to request letters of support that demonstrate the impact of having in-home personal care services. These letters will be sent to our State Legislators and Representatives to address the issues of the Direct Care Workforce Crisis and to ensure the Department of Health Services (DHS) Office of Inspection General (OIG) Audit Recovery Process is fair for agencies like Tender Loving Personal Care, LLP.

**C**aring  
**A**lways there  
**R**eady to give their all  
**E**ncouraging  
**G**racious  
**I**ncredible  
**V**aluable  
**E**xceptional  
**R**espectable

# Employee of the Month

*“Never underestimate the difference YOU can make in the lives of others. Step forward, reach out and help. This week reach to someone that might need a lift.” -Pablo*

**NOMINATE YOUR PERSONAL CARE WORKER TODAY!!!** Is your Personal Care Worker (PCW) doing an awesome job and goes above and beyond to assist you each day? If so, call us today to let us know so that we can recognize all of their hard work. An Employee of the Month will be selected each month. The Employee of the Month will be

highlighted in the Monthly Newsletter, receive a \$25.00 VISA gift card and a gift for him or her. If you are interested in nominating your Personal Care Worker (PCW), please submit your Personal Care Worker’s name by Monday, November 21st. You can complete the Employee of the Month Nomination Form yourself or call the office at **(414) 466-5683** and

Nikikka or Audrey can complete the Nomination form for you. Just let our Staff know Why your PCW should be selected as Tender Loving Personal Care’s Employee of the Month for December 2016.



## November 11th is National Veteran’s Day

Veteran’s Day is November 11th - In Observance of Veteran’s Day, Tender Loving Personal Care, LLP would like to thank ALL Veterans for their Service in the United States Armed Forces.

With Respect, Honor & Gratitude– Thank you Veterans!

# Important Updates for PCW's— READ ALL ABOUT IT!

## Payroll

There are some very important updates as it pertains to submission of timesheets and payroll. In order to process payroll in a timely manner, timesheets are due every Thursday by 4:30 p.m. If you are providing cares for your client on Thursday evenings (after office hours), please submit your timesheets on Friday before 1:30 p.m. Timesheets should be submitted in person. In the event you are unable to drop off timesheets in person, timesheets must

be received via fax at: (414) 466-2273 or emailed to: [audrey@yourtendercare.com](mailto:audrey@yourtendercare.com) no later than Friday by 1:30 p.m. Please note that if timesheets are faxed or emailed, you are still responsible for submitting original timesheets to the office on Monday by 4:30 p.m. Staff that do not submit timesheets by the requested deadline will not be paid for that pay period until the following pay period. Thank you in advance for your assistance and cooperation in this matter!

## Get Well Soon!

We, at Tender Loving Personal Care, are concerned about the well-being of our clients and need to know when clients are hospitalized or have to go to the Emergency Room (ER). Please make sure that you contact the Office of Tender Loving Personal Care, LLP at (414) 466-5683 immediately if your client is hospitalized or goes to the ER. If it is after hours and the office is closed, please contact Administrator Tiffinne Pearson-Suggs at (414) 628-0491.

***Please don't forget to VOTE  
on November 8th***



The logo consists of a rectangular box with a blue top half and a red bottom half. The text 'YOUR VOICE' is written in white, bold, sans-serif font on the blue background. The text 'YOUR VOTE' is written in white, bold, sans-serif font on the red background. The words are stacked vertically. There are small white stars above and below the text.



**Tender Loving Personal Care, LLP  
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***PCW's & Clients: Please do not  
forget to call  
the Office with  
updated Contact Information.***

Phone: (414) 466-5683

Fax: (414) 466-2273

**“Providing a Solution with a Happy Ending”**