

APPENDIX F – HOME MAINTENANCE, MODIFICATION AND REPAIR SERVICE

A. PURPOSE

Minor home modification and maintenance service is designed to enhance the participant's independence, improve the participant's health and safety, and upgrade accessibility of the participant's home environment.

1. Home modification and maintenance services are limited to those services that:
 - (a) Can not be accomplished through existing informal or formal supports; and
 - (b) Are not the legal or contractual responsibility of a landlord or homeowner (other than the participant).
2. Tasks included in this service shall include, but are not limited to:
 - (a) Minor home modifications
 - (i) installation of safety devices, such as smoke alarms, carbon monoxide detectors, or replacement of batteries;
 - (ii) installation of devices to improve the participant's ability to perform ADL's; and
 - (iii) minor interior and exterior modifications to improve accessibility or mobility (e.g., ramps, doorways).
 - (b) Minor home maintenance
 - (i) inspections of furnaces and water heaters;
 - (ii) plumbing and electrical repair, and
 - (iii) inspection and maintenance of water pumps.
 - (c) Minor household repairs
 - (i) repair or replacement of window and door screens;
 - (ii) repair or replace broken window panes; and
 - (iii) replacement or installation of electrical fuses.

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3. Home modification and maintenance service provided through Title III shall not exceed \$150 per participant per program year or increase the property value.
4. Home modification/repair services provided through SCS funding shall not exceed the per-participant per-program year established limits set by ODA.

B. UNIT of SERVICE

- (1) Unit of service is one job order with a unit rate of the price quoted and accepted by the Agency.
- (2) Unit rate shall include the cost of materials, labor, supplies, equipment, administrative costs, and applicable fees associated with the job requested.

SERVICE PROVIDER SERVICES REQUIREMENTS

- (1) The Service Provider shall obtain the property owner's written consent to modify the property. The Service Provider shall ensure that the owner understands that the property will be left in the modified state if the participant vacates the premises.
- (2) The Service Provider shall secure permits required for completing each job order in compliance with federal, state, and local building codes and standards.
- (3) The Service Provider shall verify signed and dated Authorization from the participant and Agency or a designated sub-recipient for the job prior to commencing the work.
- (4) The Service Provider shall furnish the Agency with a verbal estimate of service costs to be followed by a written price quote within seven days of the initial Agency request, or in an alternate time period acceptable to the Agency.
- (5) The Service Provider cannot bill the Agency in excess of the written estimate unless a written cost revision is authorized by the Agency.
- (6) The Service Provider shall inform the participant and the Agency of any health and/or safety risks expected during the job, and shall assist the participant and the Agency in coordinating times and dates of service to assure minimal hazardous risks to the participant.

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- (7) The Service Provider shall furnish a full or limited warranty covering workmanship and materials with the final invoice submitted to the Agency. Invoices will not be paid unless a warranty is provided.

- (8) The Service Provider shall obtain the participant's signature and date at the completion of the job order certifying that the work authorized has been completed, the property was left in satisfactory condition, and incidental damages have been repaired.