



Bonus Request Form (please print)

Date: _____

Request by: _____ Name of person Referred: _____

I hereby attest and certify that I have contacted my referral and they have completed the qualifying hours and level indicated below to be paid a bonus. Additionally, I understand that false or inaccurate information will disqualify me from receiving any bonus for this referral, now or in the future. I agree to the section below titled "Details, Terms and Conditions". Signature: _____

Referral Level: (Check one box only)

- Level 1 \$20.00 bonus after referral works a total of 60 billable hours.
- Level 2 \$20.00 bonus after referral works a total of 180 billable hours.
- Level 3 \$20.00 bonus after referral works a total of 480 billable hours.

It is the responsibility of the person submitting this request to: Print this document, and deliver the completed document to the offices of Approved In Home Care, LLC for processing. Delivery can be by person, mail, email or fax. Fax # 972-755-6657

*Details, Terms, and Conditions:

- The referral must not have previously applied to Approved In Home Care within the last 24 months.
- At the time the bonus is to be paid, you and the referee must be active caregivers in good standing with Approved In Home Care. If you or the referral do not have currently scheduled hours with Approved In Home Care LLC, no bonus will be paid.
- Contact your "Care Manager" and tell us about the referral for approval.
- Once approved by the "Care Manager" you must set up coordinate the interview date and time between the office and referral.
- The date and time of the interview must be approved by the office.
- The caregiver will be considered for employment by Approved In Home Care.
- If the caregiver is hired, you will need to keep in touch with your referral and keep track of their hours. The office will not monitor hours for payment, this is your responsibility.
- Once the referral has achieved each level of hours worked, you must Submit a "Bonus Request" form to the office for your bonus to be paid at each level. No bonus will be paid without submission of a "Bonus Request" form for each level in a timely manner.
- Bonus will be submitted to the payroll department at the end of the next bi-weekly paid period.
- Payment will be posted and paid in the pay period following submission to the payroll department.
- A referral fee will not be paid unless all the conditions, listed above, are met and accomplished.
- This program applies only to referrals made after 3/5/2020. Any referrals made prior to 3/5/2020 do not qualify for this program.
- This program may be modified or discontinued with or without notice, at any time by Approved In Home Care, LLC.