



**Grandma's House**  
Serving Jacksonville's Families since 1999

May 29, 2020

Jennifer Cassidy, LMSW  
In-Home Services Unit  
Department of Child and Family Services  
Jacksonville District Office  
123 Main Street  
Jacksonville, Mock State 12006

**RE: Intensive Home Care Assistance Report—Janet Morgan**

Dear Ms. Cassidy:

Thank you for referring Ms. Morgan and her children to our intensive home care assistance program. During our 4-week program, I met with Ms. Morgan in her home 2 times each week. Ms. Morgan established the following goals:

1. Clean and organize home environment
2. Increase meal planning and meal preparation skills
3. Increase knowledge of community-based resources

Ms. Morgan's home environment has greatly improved, and safety-related issues have been addressed. During the last week of the intervention, Ms. Morgan demonstrated the ability to independently engage in meal planning and meal preparation. Throughout the intervention, we had Ms. Morgan identify the family's needs and then provided her with the names and contact information for community-based resources. We took Ms. Morgan and her children to Samaritan House, Jacksonville Electric Company Family Assistance Program, and the public library's children's reading program and family movie night to address some of the family's more immediate needs.

Janet Morgan successfully completed Grandma's House intensive home care assistance program on May 28, 2020. Please contact me if you have any questions or require additional information at 1-888-123-4567 or [vbazan@grandmashouse.com](mailto:vbazan@grandmashouse.com).

Sincerely,

*Virginia Bazan*

Virginia Bazan  
Intensive Home Care Assistance Program  
Grandma's House