

Helper's Inc.

GRIEVANCE POLICY

The State of Kansas and the Kansas Department for Aging & Disability Services ("KDADS") require Helper's Inc., as a Financial Management Service ("FMS") provider, to maintain policies and procedures for Direct Service Workers ("DSW") to address relevant issues, such as hours paid differing from hours worked, untimely pay checks, bounced pay checks, other FMS-related issues.

As the DSW's sole employer, the DSW should address with the Participant any issues related to hours paid differing from hours worked, untimely pay checks, bounced paychecks or other FMS-related issues. If the issue remains unresolved after the DSW addresses his or her concerns with the Participant, the DSW should bring the issue to the attention of Helper's Inc. management if necessary. If the issue remains unresolved, the DSW may bring the issue to the attention of KDADS.