



**June 18, 2024**

Dear Community Advocate,

I hope this letter finds you well. I am writing to inform you about some important updates to our timekeeping and stipend verification process, which will help streamline our operations and ensure that stipends are disbursed accurately. We greatly value your contributions as a community advocate and appreciate the dedication and hard work you put into fulfilling your responsibilities. Our aim is to ensure that the stipend process is as smooth and transparent as possible, and we believe these updates will help achieve that.

**1. New Timesheets:**

We are introducing a new timesheet format, which will allow you to accurately record the hours you dedicate to your advocacy work.

**2. Verification of Duties:**

In addition to the timesheets, we are implementing a verification process for the duties fulfilled as part of your role. This is designed to ensure that we have a clear understanding of the advocacy work undertaken and the impact it has on the community.

**3. Stipend Disbursement:**

Upon successful submission of your timesheets and verification of duties, stipends will be disbursed in a more efficient and timely manner. This process will help us make sure that stipends are allocated fairly and accurately.

**4. Training and Support:**

We understand that these changes may require some adjustment. To assist you in this transition, we will provide upon request a virtual training session and support to ensure that you are comfortable with the new process.

Your participation in this updated system is vital to its success, and we appreciate your cooperation in making it more efficient and effective. We believe that this will not only improve our operations but also recognize and reward your valuable contributions appropriately.

With this letter, you will find copies of the new timesheets that **must be signed and submitted**. If you have any questions or concerns in the meantime, please do not hesitate to reach out to Ms. Darlene Johnson at [JohnsonDa@dhcmi.org](mailto:JohnsonDa@dhcmi.org) or **(313) 877-8609**

Thank you for your dedication to our community, and we look forward to continuing our collaboration for the betterment of our shared goals.

Warm regards,

*Denise Jones*

Director of Resident Services