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To Homemaker and Personal Care Providers:

The Executive Office of Elder Affairs (EOEA) will be launching the online web-based **Homemaker Notice of Intent (NOI) Application process** for FY2011 applications.

The web-based application is expected to go live Wednesday, July 28, 2010. The new system will replace an NOI Application process based on email submissions with PDF attachments.

All Providers wishing to contract with an Aging Service Access point (ASAP) to provide Homemaker or Personal Care services must complete the on-line Homemaker NOI Application form. This requirement to apply pertains to **all** providers; those with current ASAP contracts as well as potential providers to the ASAP network.

The NOI Application Process will be released and available via www.800AgeInfo.com on July 28, 2010 at 8:30am. At that time Providers will be allowed to complete the NOI Application on-line. The FY2011 NOI application process will be open through midnight of August 20, 2010.

To begin the online process – go to www.800AgeInfo.com:

1. Click on the **For Professionals** link in the upper right corner of the home page.
2. Click the link to **Homemaker NOI** in the left-hand column.
3. Click on the **Create & Submit FY2011 NOI Application** link on the left side of the page. The NOI web application will display, with login box.

It is recommended that you print and review the **NOI Contract Management System instruction** document to be sure you have an understanding of the complete on-line process. This document is available from a link on the NOI Home Page. It is also recommended that you collect any documents that you will be submitting with the application, scan them and store them on your computer's hard drive. The instruction outlines documents that you may wish to submit with your application.

Questions concerning the online process and system may be submitted to the EOEA NOI Administrators, by clicking on the Contact EOEA link located on each page of the system.