



## Partner Agency Key Staff Update

Please submit any key staff changes in Home and Community Care Block Grant, Family Caregiver Support Program, and American Rescue Plan Act, within 48 hours to ensure the flow of information to program staff will not be interrupted.

Completing this form will help expedite new key staff being added to appropriate listservs, email distribution lists and service directories in a timely manner. Please email the completed form to Susan Ferriola at [sferriola@ptrc.org](mailto:sferriola@ptrc.org)

**Agency:** \_\_\_\_\_

**Service Affected:** \_\_\_\_\_

**Remove Staff Name:** \_\_\_\_\_

**Add Staff Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Service Affected:** \_\_\_\_\_

**Remove Staff Name:** \_\_\_\_\_

**Add Staff Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Service Affected:** \_\_\_\_\_

**Remove Staff Name:** \_\_\_\_\_

**Add Staff Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_