

Gloss Enterprise, LLC
PH # (985) 419-2430 / (985) 419-2450
FX # (985) 419-2431
1814 N. Morrison Blvd., Ste. D
Hammond, LA 70401

EMAIL: documents.glossent@gmail.com

(Type your name in the subject line of any email you send our office)

www.glossenterprise.org

Direct Service Worker Page:

- Access paperwork forms
 - Access resources and contact info
 - Access the EVV system log in and the ADP log in
 - Access state-mandated trainings to stay compliant with state regulations
 - View the DSW bulletin board to stay up to date on announcements
-

Ways to Get Paperwork Form:

- Xerox copies provided in your welcome packet
 - Access paperwork forms on the Gloss website
 - Pick up 1 weeks' worth of paperwork forms per client per POS from our office
-

Paperwork is due every Monday by 10 am!

- Any paperwork turned in after Tuesday 12 pm will be stamped late and will stay in the drop box until the following Monday.
- Late paperwork may cause a delay in you receiving payment for that time worked.