Holiday Calendar -
Important Dates to Remember

As the holidays approach, MRCI would like to remind you of several deadlines.

Timesheets:

Due to the holiday, November 25 is a Monday deadline for payroll. ALL timesheets must be submitted by the end of the day on November 25 in order to be paid on December 6.

December 23 is a Monday deadline as well for payroll due to the Holiday. ALL timesheets must be submitted by the end of the day on the December 23 in order to be paid on January 3, 2020.

Accounts Payables and Invoices:

November: All claim reimbursement and vendor invoices must be submitted to MRCI by the end of the day on November 25 in order to be paid on the 29. This is due to the Holidays.

December: Due to the holidays, there will be no claim reimbursement or vendor payments issued from December 23 through January 3. Any claim submitted after the cut-off time on December 18 will be paid January 10, 2020.

MRCI will send out the 2020 payroll calendar in November, please keep an eye out.

Nov-19						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28**	29	30

*Deadline 11/25 has been adjusted due to Holiday

Dec-19						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Deadline 12/23 has been adjusted due to Holiday

Electronic Visit Verification Update:

Over the past year MRCI has continued to update you on the progress of Electronic Visit Verification (EVV) within the state of Minnesota for the programs of 245D, PCA Choice, CDCS, and CSG.

At this time, the Department of Human Services (DHS) has not required providers to have a plan in place by the federal deadline of January 1 , 2020. MRCI is continuing on with our EVV vendor Cashé. MRCI has started with a pilot group to test the online application and will continue with adding users over the next couple months.

MRCI will continue to send communications to the programs effected by EVV as we roll each program into the system. If you have any question or would like to know more please contact our offices at 800-829-7110.

11:43 am

You've been asking for it....

So now it's time! MRCI has partnered with ADP to offer online viewing and printing of paystubs for workers under the payroll model program.

Over the past couple of weeks, MRCI has sent several emails with directions on how to enroll in the online ADP platform. To register, click here for the directions. As of October, MRCI will discontinue sending out paper check stubs as they will now be available on ADP.

Please click here for instructions.

Training:

All 245D staff are required to complete 12 hours of training annually. Under the licensing requirements the training needs to be completed within the same month each year.

MRCI has designed a training program for the year. MRCI will assign the training the 1st of the month and will need to be completed by the end of the month.

Please remind your staff the training needs to be completed within the same month of assignment or MRCI will suspend employment. MRCI utilizes the College of Direct Support for all trainings and at this time MRCI will not accept trainings from other providers.

Click here to access College of Direct Supports.

**If you are in the programs of CDCS, CSG and PCA Choice you do not need to comply with the training*

Month	Subject	Paid Hours
October	CSSPA Review, Person Centered Planning and Communications	2.0

MAKING THE DIFFERENCE

MRCI CLIENT DIRECTED SERVICES

MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our website at www.MRCICDS.org

Reach us by phone at 800.829.7110

MRCI is "creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community."

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