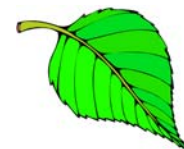


Expanding choices.



PICSnews



SPRING AT LAST...

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Payroll Change

Over the past few months, many PICS clients have expressed their wish to receive paychecks closer to the 1st and 15th of each month. We are pleased to be able to make this happen without difficulty or delay. Here is what you need to know:

- 1) The last pay period of the old pay schedule is April 6-19.** Send in timesheets on April 20th. You'll be paid on April 28th.
- 2) There will be a one-week pay period from April 20-26.** Timesheets and paychecks for this pay period will reflect one week of pay. Send in timesheets on April 27th. You'll be paid on May 5th.
- 3) The first normal pay period of the new schedule is April 27 – May 10.** Send in timesheets on May 11th. You'll be paid on May 19th.

This transition will not cause any delay of paychecks. If you haven't received timesheets for this transition, please contact us or download them from PICSweb. If you have questions, feel free to contact your Program Manager. Thank you for helping us to better serve you by giving us your feedback on pay schedules!

PICS is Awarding Scholarships to Caregivers!

Partners in Community Supports has been awarded a grant from the State of Minnesota. This grant allows us to offer scholarships to our caregiver employees! We are very excited to be able to offer this opportunity.

Applications will be evaluated by a Scholarship Selection Committee. We are seeking PICS clients to serve on this committee and help award the scholarships. Please contact Jinah Chernivec if you're interested.

Coming June 1st, 2006...Voluntary Medical Benefits for PICS Direct Support Employees!

PICS is happy to announce new voluntary medical benefit plans for our Direct Support Employees! We will be offering these benefits starting 6/1/06. Here is a brief outline of the benefits that will be available to you.

Reliance Standard Life (RSL): Basic Care Medical – This benefit is available to all PICS employees; there is no minimum number of hours an employee is required to work each week. RSL Basic Care Medical provides the limited health insurance coverage many employees need – doctor's visits, x-rays and lab work, prescription drugs, and limited hospitalization. This is basic insurance at group rates with convenient weekly premiums. RSL Basic Medical isn't a major medical plan, but for employees who have no health insurance, it can be important coverage. This is a voluntary program. That means the participant pays 100% of the premium cost, which is deducted from their paycheck. Participants can see any doctor they choose, but choosing a doctor within the network can lower the rates.

Colonial Supplemental Insurance: Critical Illness, Cancer, and Accident – To be eligible for supplemental insurance, employees must work at least 20 hrs/wk. Participants are billed at home for this coverage, and if they leave their employment with PICS, they can take the coverage with them as long as they continue to pay the premium. There are three supplemental benefits to choose from:

Critical Illness – This plan complements major medical coverage by helping you pay the direct and indirect costs associated with a specified critical illness. This plan does not require you to survive a designated period prior to paying your benefit.

PICSweb.org is Designed to Work for You

PICSweb.org has several features that can make things easier for our Managing Parties and their employees.

- Our new **Employee Tools** section is designed for caregivers who are employed by PICS Managing Parties. They can find information on our benefits programs, download forms for enrollment, change their address instantly, and more.
- Check out our new **Scrolling Announcements** on the homepage (www.PICSweb.org)
- Managing Parties can use the **Resources** section to download commonly used forms and view their current spending summary.
- Look for qualified staff with the **Job Board**. We direct job seekers here through monthly ads in the Pioneer Press and Star Tribune.

If you have questions or problems related to any aspect of PICSweb, contact **Nic Ordahl**.

...In Other News

*PICS welcomes **Fred Vogel** as Director of Finance, and **Julie Andersen** as Part-Time Program Manager! You can read about all of our staff on PICSweb.org.*

Holiday Hours: April, May and June

The PICS office will be closed on the following days in April, May and June:

Memorial Day – Monday, May 29th

Customer Contacts

PICS staff can be reached at 952-854-6364, at the extensions listed below.

- * Danelle Hoepfner, Program Manager, ext. 120
- * Beth Peterson, Program Manager, ext. 119
- * Kristine Tures, Program Manager, ext. 104
- * Sapna Sheth, Program Manager, ext. 114
- * Ida-Lea Richardson, Office Coordinator, ext. 106
- * Nic Ordahl, Marketing / Publications Coordinator, ext.118
- * Jinah Chernivec, Director of HR and Organizational Development, ext. 117
- * Sandy Kasprzak, Executive Director, ext. 101

Cancer – This plan helps you and your family maintain financial security in the event of a cancer diagnosis.

Accident – This is a medical indemnity plan that provides you and your family with hospital, physician, accidental death and catastrophic accident benefits in the event of a covered accident.

We will be sending you more information about these exciting new benefits in the weeks to come! Please feel free to contact our HR hotline (extension 3) if you have questions about the benefit options. All of the benefits described above will be available on June 1st, 2006.

Our Records of Your Former Employees

It often makes sense to hire an employee even though you don't need them to work right away. However, if an employee does not work for a period of one year, that employee will drop out of our records. That employee can still work for you after they have dropped out of our records, but they first must complete a new Employee Agreement and w4 form. This will re-activate the employee in our records.

To review, employees who have not worked for you in over a year will be purged from our records. They can be re-activated with a new Employee Agreement and W4 form. If you have questions about this, please contact your Program Manager.

Call for Volunteers: Help Us Re-Format Spending Summaries

Our Managing Parties know the best way to make spending summaries as simple and clear as possible, so we're asking for your help to re-format them. If you can help us with this task, please contact Jinah Chernivec.

