



PY 2016-2017 ENROLLMENT RENEWAL REPORTS were mailed to all providers on September 30, 2016. If you have not received your Enrollment Renewal Report please call the office today.

Your PY 2016-2017 Enrollment Renewal Report is due in our office by October 17, 2016.

Please take the time to read the instructions, review with the Parent/Guardian, make sure that the Parent/Guardian signs and dates correctly with a complete October 2016 date and make a copy to keep with your records of your completed Enrollment Renewal Report before mailing to our office. **Enrollment Renewal Reports with missing information, dated incorrectly or have write overs and/or scratch outs will be returned to the provider to re-do.**

Enrollment Renewal Reports received after the due date of October 17, 2016 could result in non-payment of your October 2016 claim.

2016 MANDATORY PROVIDER ANNUAL TRAINING

The 2016 Mandatory Provider Annual Training is available on our website for all providers whether you claim online or use the Scannable (bubble) forms. Go to www.cnpsc.com > go to Resources (top of page) > go to 2016 Annual Training (right side of page).

- The annual online provider training must be completed by October 31, 2016.
- Providers who do not have access to a computer or do not complete their annual training will be required to do a 1 to 1 ½ hour home training with their Field Representative.

September 2016 reimbursement check will be mailed in November 2016*

October 2016 reimbursement check will be mailed in December 2016*

November 2016 reimbursement check will be mailed in January 2017*

*Checks are mailed when we receive the funds from the California Department of Education

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