



PY (Program Year) 2017-2018 ENROLLMENT RENEWAL REPORTS were mailed to all providers on September 29, 2017. If you have not received your Enrollment Renewal Report please call the office immediately.

Your PY 2017-2018 Enrollment Renewal Report is due in office by October 18, 2017.

Please take the time to read the instructions, review all the child information with the Parent/Guardian, make any corrections, or updates and make sure that the Parent/Guardian signs and dates correctly with a complete October 2017 date. Remember to make a copy of your completed, signed and dated Enrollment Renewal Report to keep with your records 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 October 18, 2017 could cause a delay of your October 2017 claim reimbursement.

2017 MANDATORY PROVIDER ANNUAL TRAINING

The 2017 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 2017 Annual Training (right side of page).

The annual online provider training must be completed by October 31, 2017. 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 2017 reimbursement checks will be mailed in November 2017*

October 2017 reimbursement checks will be mailed in December 2017*

*Checks are mailed when we receive the funds

Checks for late claims are mailed when we receive the late claim funds