



Have you remembered to renew us?

PY (Program Year) 2019-2020 ENROLLMENT RENEWAL REPORTS were mailed to all providers on October 1, 2019. If you have not received your Enrollment Renewal Report by October 9, 2019 please call the office immediately.

YOUR PY 2019-2020 ENROLLMENT RENEWAL REPORT IS DUE IN OUR OFFICE BY OCTOBER 19, 2019.

Please take the time to read the instruction page.

Please review your Enrollment Renewal Report before mailing it.

1. Make sure there is a current complete address written or listed under each child's name.
2. Make sure the parent has printed their name on the correct line, has signed on the correct line and has dated a complete October 2019 date under their name (not on the withdraw date line)

Please remember to make a copy of your completed Enrollment Renewal Report to place in your red folder.

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 19, 2019 could cause a delay of your October 2019 claim reimbursement.

2019 MANDATORY PROVIDER ANNUAL TRAINING REMINDER

The 2019 Mandatory Provider Annual Training is available on our website for all providers whether you claim online or use the scannable (bubble) forms. **The 2019 Mandatory Provider Annual Training must be completed by October 31, 2019.** Providers who do not have access to a computer or do not complete their training by 10/31/19 will be required to complete the 1 ½ hours training in their home with their field representative before 11/30/19.

To log on go to www.cnpsc.com > Resources (top of Page) > go to 2019 Annual Training (right side of page).

September 2019 reimbursement checks will be mailed in November 2019

October 2019 reimbursement checks will be mailed in December 2019

*Checks are mailed within 5 Business days of receiving the funds from CDE

Checks for late claims are mailed when within 5 Business days of receiving the late run funds from CDE