



Have you remembered to renew us?

Program Year 2024-2025 ENROLLMENT RENEWAL REPORTS were mailed to all providers on September 30, 2024. If you have not received your Enrollment Renewal Report by October 9, 2024 please call the office immediately.

YOUR PY 2024-2025 ENROLLMENT RENEWAL REPORT IS DUE IN OUR OFFICE BY OCTOBER 25, 2024.

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 2024 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 record retention folder.

Enrollment Renewal Reports with missing information, dated incorrectly or with write overs and/or scratch outs will be returned to the provider to re-do.

Enrollment Renewal Reports received after October 25, 2024 will cause a delay of your October 2024 claim reimbursement.

2024 MANDATORY PROVIDER ANNUAL TRAINING REMINDER

The 2024 Mandatory Provider Annual Training is available on our website for all providers. **The 2024 Mandatory Provider Annual Training must be completed by October 31, 2024.** Providers who do not have access to a computer or do not complete their training by 10/31/24 will be required to complete the 1 ½ hours training in their home with their field representative before 11/30/24.

Log on go to www.cnpSC.com (type the whole address) > Resources (top of Page) > go to 2024 Annual Training (right side of page) > 2024 Annual Training Quiz

September 2024 reimbursement check will be mailed in November 2024*

October 2024 reimbursement check will be mailed in December 2024*

Checks are issued within 5 Business days of receiving the funds from DSS

Checks for late claims are issued within 5 Business days of receiving the late run funds from DSS

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