



# Respite Spring News

## WATCH THE HOURS - END OF THE QUARTER

We are furiously tracking client hours, but we need your help! Please assist us:

- Report every respite appointment (call it in, email it, fax it, carrier pigeon...whatever!)
- Carefully clock-in & out each time.
- Quickly return office phone calls.
- If in doubt, call us to find out the most current balances.



**Let's work together so parents don't end up with a nasty bill**



## TRAINING MANUAL MEETING

Mandatory attendance - we really mean it this time

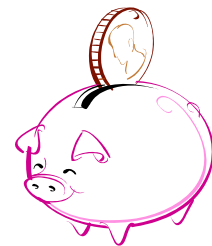
**Wednesday, May 19th**

Old Office location of 201 Lathrop Way, Suite I  
10 AM-12 PM or 6 PM-8 PM

**RSVP to the Office!**

## WANT SOME EXTRA WORK?

We are matching up families who've not used their respite with workers who'd like some extra hours (& extra \$\$). If you would like some extra work, give your availability to Shannon. She'll be happy to match you up with a family in your area! It's a win-win situation for all.



*"UCP of Greater Sacramento is the leading provider of comprehensive services to children and adults with all developmental disabilities and their families. UCP works with 2,600 people a month in our five county area, empowering children and adults who, without support, would be isolated from community."*