



Respite Spring News


END OF THE QUARTER IS NEAR

T2 is furiously tracking the hours of all clients, but she needs your help! Please assist by:

- Reporting every respite appointment (call it in, email it, fax it, carrier pigeon...whatever!)
- Carefully clocking-in and out each time.
- Quickly returning office phone calls concerning clock-in and clock-out errors.
- If in doubt, call us to find out the most current balances.



Let's work together to prevent over-use
(and so parents don't end up with a nasty bill!)



TRAINING MANUAL MEETING

Mandatory attendance - we really mean it this time

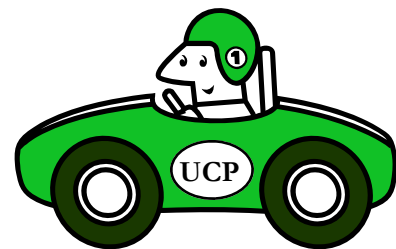
Wednesday, May 19th

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

The new Respite Training Manual will be distributed & reviewed. Everyone really must attend this meeting. You have plenty of notice, so mark your calendar now & RSVP so you'll have a chair.

MILEAGE FORMS DUE EACH MONTH

Remember - your mileage reimbursement forms are due on the 1st and 16th of each month. DO NOT hold any mileage form for more than a calendar month! It messes up billing, your pay will be way late, and disciplinary action will occur.





IF YOU MISSED THE LAST MEETING...

UCP has a new workman's compensation company & all employees must receive a copy of this new information.

If you are one of the 190 who were not in attendance, expect a packet to arrive in your mail. Review the information, **then sign & return the acknowledgment form to the office.**

Please call if you have any questions.

YOUR WEBSITE

Get to know your UCP employee website!

www.viewablebenefits.com/ucp

Go to the "Respite Worker" section and you'll find:

- Calendars
- Mileage Forms
- Medication Authorization
- Transportation Authorization
- Newsletters
- Client ID lists
- Other UCP forms & info



"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."