



*Our Mission:
Provide individuals with disabilities or other
challenges the opportunity to live and enjoy a
productive, independent, and fulfilling life.*

What is National Disability Employment Awareness Month?

Held each October, National Disability Employment Awareness Month (NDEAM) is a national campaign that raises awareness about disability employment issues and celebrates the many and varied contributions of America's workers with disabilities.

NDEAM's roots go back to 1945, when Congress enacted a law declaring the first week in October each year "National Employ the Physically Handicapped Week." In 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities. In 1988, Congress expanded the week to a month and changed the name to "National Disability Employment Awareness Month." Upon the agency's establishment in 2001, ODEP (Office of Disability Employment Policy) in the U.S. Department of Labor assumed responsibility for NDEAM and has worked to expand its reach and scope ever since.

Although led by ODEP, NDEAM's true spirit lies in the many creative observances held

at the grassroots level across the nation every year. Employers, schools and organizations of all sizes and in all communities are encouraged to participate in NDEAM, and ODEP offers a variety of resources to help them do so.

The theme for NDEAM 2011 is "Profit

by Investing
in Workers
with
Disabilities,"
which
promotes the
valuable
contributions
people with
disabilities
make to



America's workplaces and economy.

The Allied group of organizations work with many employment support programs. Most recently, Allied Community Resources has been meeting with the CT Bureau of Rehabilitation Services about providing personal assistant payroll services for their clients who are attending college or training courses to pursue employment.



UPCOMING OFFICE HOLIDAY/CLOSINGS:

Thursday,
November 24, 2011
~ **Thanksgiving Day**

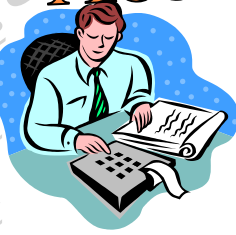
*(Fax machines remain on at
all times of closings)*

Friday,
November 25, 2011
~ **Office Holiday**



Meet the Team Accounting Services Department

Meet the Team



The Accounting Services team is managed by Randy Daher and consists of seven accounting and accounts receivable staff members: Lead Accountant, Phuong Nguyen; Accountant, Janet Giuliano; Program Bookkeeper, Diane Hall; Accounting Assistants, Melissa Miner and Alice Kayego; and Accounts Receivable Clerks, Rosmary Martinez and Joanne Emrick. The team brings many years of experience in these specialized areas of financial and management accounting.

Some of the key responsibilities of the accounting department include:

- ◆ Perform monthly financial closing activities for seven programs (DDS, PCA, ABI, MFP, CHCPE, Alabama and Payroll Services)

- ◆ File quarterly and annual payroll tax returns
- ◆ Analyze and publish DDS cash disbursement and client reports
- ◆ Prepare monthly MFP, CHCPE and other DSS statistical reports
- ◆ Complete general ledger account reconciliations
- ◆ Process weekly garnishments
- ◆ Provide MFP accounts payable support
- ◆ Assist in the preparation of the annual financial and periodic client audits
- ◆ Research and re-bill all EDS claims
- ◆ Provide general ledger maintenance support



The accounting team interacts closely with Allied's Corporate Accounting department located in Enfield as well as several of the cross-functional teams at ACR, including Accounts Payable, Payroll, Intake Services, Customer Service, Office Support and the IT department.

IMPORTANT NOTICE!!

There has been much in the news regarding the **U.S. Postal Service** and changes that may be implemented nationwide. Some of the possible changes would include the closing of several hundreds of post offices, elimination of Saturday delivery and next-day First Class Mail services.

This would mean that receipt of your employees' paychecks could be delayed by 1 or 2 days later than anticipated. In regard to these potential delays in the delivery of paychecks and for

faster receipt of payroll funds, we strongly encourage your employees to sign up for direct deposit via an existing bank account or through debit card enrollment.

Please contact our **Customer Service** department at **(860) 627-9500** for a **Direct Deposit** application or **Debit Card Enrollment** form today!



Hiring Potential Applicants ~ The Screening Process

Allied provides a resource for DSS Waiver participants to recruit potential employees via the Provider Directory. It is important to remember that the Directory is merely a tool that may be used when looking for providers. The providers who submit an application to be listed on the Directory are not pre-screened to any extent. It is the responsibility of the participant/employer to thoroughly screen the provider upon the initial phone call.

It is suggested that the employer ask questions pertaining to past work history and experience that will be applicable to the personal care assistant role. After speaking with the provider over the telephone, the employer should feel confident and comfortable enough to set up a time to meet with the provider to interview and possibly fill out the new hire application.

If after meeting with a potential provider, there is any concern about hiring the applicant, the employer is not obligated to proceed with the decision to hire.