



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

ALLIED COMMUNITY Resources

As always we pull through as one team to get the job done!!!

Tax Season Totals

During the busy tax season, the entire office staff is pulled together to assist with the thousands of W-2 forms and 1099 forms which must be prepared and sent out before January 31st each year.

A great big **THANK YOU** goes out!

- ◆ Thank You to the Accounting Department for their help with preparation.
- ◆ Thank You to the DDS and DSS Processing staff, Intake staff and Quality Assurance staff for their help with sorting.
- ◆ Thank You to the Provider Applications and Office Support teams for scanning and mailing.
- ◆ Thank You to the Customer Service Team for their assistance in mailing out the FICA Reimbursement Checks.

We processed the following W-2 forms:

PCA = 3,338
Elder = 1,017
ABI = 373
MFP = 700
DDS = 1,060
APC = 149
TOTAL = 6,687



We processed the following 1099 Forms:

DDS = 293
PCA = 8
AUT = 4
MFP = 50
ABI = 210
TOTAL = 557

**** IMPORTANT TIMESHEET NOTICE FOR PCA and MFP/PCA WAIVER PARTICIPANTS ****

Effective April 2, 2011 the PCA Time Sheet / Activity Check List (**Form W-993**) must be used when submitting your employees' shifts for payroll. This form was revised in February 2010 and has since been available for usage.

A statement was added to this form above the signature line at the bottom of the form for the employee: **"I certify that the information supplied above regarding hours worked and activities performed is accurate. I also certify that my employer was not an inpatient in a hospital, nursing facility, or other medical or non-medical institutional setting during this time period."**

A statement was added to this form above the signature line at the bottom of the form for the employer: **"I certify that this time sheet/activity**

check list was completed in full BEFORE I signed it and that the above information regarding hours worked and activities performed is accurate. I also certify that I was not an inpatient in a hospital, nursing facility, or other medical or non-medical institutional setting during this time period."

A supply of the new time sheets will be sent out to all participants not currently using the new form. Please discard any time sheets you may have in your possession that do not indicate the above statements. We have been informed by the State of Connecticut Department of Social Services that we are not authorized to remit payment for payroll services that are received on the previous version of this form after April 2, 2011.

Meet the Team DSS Payroll Processing Department

The DSS Payroll Processing Team processes payroll for following waiver programs: ABI Waiver (Acquired Brain Injury) program, the PCA Waiver (Personal Care Assistance) program, the CHCPE Waiver (Connecticut Home Care Program for Elders) program, and the MFP (Money follows the Person) program. They also process payroll for the Alabama Personal Choices program. Together, under the supervision of Nancy Loubier, the team processes over 2500 timesheets weekly and approximately \$475,000.00 in paychecks.

The DSS payroll processing team consists of Anne Vining (Senior Processor), Amy Quinteros, Nicole DeJesus, Sherri Sasso, Samaris Natal, and Jessica Demaio. Any one of the payroll processing team members will be happy to handle any payroll questions you may have.



TIPS FROM THE TEAM:

- ◇ Please do not call to verify if timesheets have been received before Monday afternoon at 2:00pm. We will not be able to provide you with an answer.
- ◇ Review the timesheet for accuracy of the shifts and the weekly totals to avoid delays in payroll.
- ◇ As the employer, you should be the last person to sign the timesheet before sending it in to Allied.
- ◇ If you sign with initials or an “X”, be sure that a witness other than the employee signs their name next to it.
- ◇ Shifts that are overnight must be split onto different days, such as 10:00pm to 12:00 Tues. and 12:00-2:00am Wed.
- ◇ Please make sure to indicate am or pm next to the time entered in the columns: Time IN and Time OUT to indicate morning, afternoon or evening shifts.
- ◇ If you call to speak to us and get a voice message, please leave your phone number including area code and a detailed message so we can return your call as soon as we are able with an answer for you.
- ◇ Please remember to order a supply of timesheets before you run out by requesting a supply at least a month before. Forms are always available by calling our office: 860-627-9500; or emailing your payroll processor: “firstinitiallastname”@alliedgroup.org

UPCOMING OFFICE HOLIDAY CLOSINGS:

- Friday, April 29, 2011
Staff Appreciation Breakfast
- opening late: 11:00am
- Monday, May 30, 2011
Memorial Day

