

PICS

NEWS

Winter '11 Issue14

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New Online Service System/Web Portal

02/07/2011

PICS is excited to announce the development of our new Online Service System/ Web Portal for electronic timesheet and expense submission. It is our hope to have this option available by April 1st, 2011. With this news, we would like to prepare you for some changes coming your way.

The Online Service System utilizes the best and latest in technology providing PICS and our customers with many advantages in a user friendly environment. Submitting timesheets and expenses online is the most efficient and accurate. Your Service Coordinators will be able to commit more time to your most important issues. The new system will also provide Managing Parties with real time views of their spending and budget status. For those who do not have online capabilities, we will still offer the option to submit timesheets via fax or sent through the mail as you currently do.

Again, we are very excited to offer this new opportunity to our customers. We feel that it will prove to be much more efficient and accurate for everyone involved, while allowing us to give you the best customer service that you deserve. So, please keep your eyes open for more updates and training opportunities to follow as we get closer to our start date of April 1st.

In the coming months we will have training opportunities on how to use the new on-line web portal. Please feel free to contact your Service Coordinator at PICS for any questions that you may have while we are gearing up for the start date of our new Online Service System.

Payroll Options

Payroll Options for Employees will be changing on June 1, 2011

There are many changes going on both within and outside of PICS. Many of these changes are outside of our control. Some specific changes relate to paper payroll checks. As payroll check fraud increases, banks are limiting the service they give relative to payroll check cashing and many banks and merchants are starting to charge hefty fees for cashing payroll checks. Because of this, starting June 1st PICS will no longer be mailing out paper payroll checks. This change will also allow PICS to better serve our customers and employees by ensuring they are reimbursed and paid with the funds in hand immediately on paydays.

PICS will continue to offer direct deposit of your pay to your personal bank account. But for employees that do not select direct deposit PICS will be introducing the TotalPay Visa paycard. The new paycard ensures safe, dependable, quick delivery of pay every payday and makes access to your pay easier than ever.

If you chose to use the TotalPay Visa paycard each payday your net pay will be delivered to your paycard account. You will use your same individual paycard to access your pay each payday. You will also be given checks in order to pay bills out of your paycard.

This means that you will never have to pick up a check again and no more standing in lines to cash or deposit your check. No matter where you are on payday, you can use your personal paycard to start spending your pay.

PICS recognize that any change in how you receive your pay is very important to you. So to make sure that you completely understand the benefits of this change, we wanted to notify you of the change in advance and let you know that more specific training information will be sent out in the coming months.

Pics Winter Art Contest

PICS is pleased to invite children to participate in our 2nd Annual PICS Winter Art Contest! This contest is open to children ages 0-10. Entries may be a drawing, painting, or collage of their favorite winter activities or winter scenes. Please have your pictures sent to PICS by March 1st, 2011 so we can decorate the PICS office with all of the entries pictures and choose the 1st place winner on March 11th, 2011. The winning entry will be posted in our next PICS newsletter and will receive a \$20 gift card to Target!

Keep your fingers warm this winter and start coloring!

Meet the Newest Members of the PICS

We have had the pleasure of adding some new faces to our office, and we'd like to take this opportunity to introduce you to our newest employees:

Jade Hanson

Service Coordinator
952-854-6364 ext.125
jadehanson@picsweb.org

As a Service Coordinator at PICS, Jade provides support to individuals enrolled in the Consumer Directed Community Support (CDCS) programs for people with disabilities, the elderly, and those living with a brain injury. She has a Bachelor and Masters Degree in Gerontology from the University of Northern Colorado. Her previous professional experience has included working as an Events Director at a Retirement Community and as a Case Manager for Home and Community Based Services in Colorado.

Jade enjoys spending time with her family, playing with her dog, working on creative projects, curling, and travel.

Jessika Hassan

Service Coordinator Specialist
952-854-6364 ext.107
jessikahassan@picsweb.org

As a Service Coordinator Specialist at PICS, Jessika provides support to each of the Service Coordinators and the individuals enrolled in the Consumer Directed Community Support programs for people with disabilities, the elderly, and those with a brain injury.

Jessika has a degree in Integrative Health, is finishing up her schooling with a degree in Communication and has spent a lot of that time learning website research and writing, new media and web analyzing. She is excited to use her knowledge in community events and state wide services on PICS's unique website Lifepages.org.

In her spare time Jessika enjoys creating new recipes and cooking each night with her boyfriend. She also loves hiking Minnesota State Parks with their black lab Irie, and enjoys being on Minneapolis' kickball league in the summer.

Leslie Molenaar

Office Coordinator
952-854-6364 ext.106
leslie.molenaar@picsweb.org

As the Office Coordinator for PICS, Leslie is responsible for the day-to-day management of the office operations. She is excited to have the opportunity to support a non-profit organization and their mission to serve others. Leslie has over 15 years of management experience in a variety of disciplines and thrives in ever changing, fast-paced environments.

She is currently finishing a degree in psychology at Capella University and in her free time, enjoys spending time with her husband and five very active children, as well as scrapbooking with friends. Leslie loves the fact that in her life there is never a dull moment!

Josephine Randall

HR Generalist
952-854-6364 ext.117
josephine.randall@picsweb.org

Josephine brings PICS over 15 years of experience as an HR Generalist. Josephine served as HR Manager for a mid-size law firm in Omaha Nebraska, and as an HR Services Coordinator in Chicago's Northwestern Hospital. The early stages of Ms. de la Oz-Randall's career were marked with success in HR positions with Touche Ross as well as Dean Witter Reynolds. Josephine and her family are preparing for son Julian's graduation from the Breck School and continuing to build the boutique publishing venture started by husband James. Originally a native New Yorker, Josephine is truly enjoying the diverse beauty of Minneapolis, as one of the greatest places she and her family have lived across the country.

Billie Jo Webb

Senior Billing Analyst
952-854-6364 ext.112
billiejowebb@picsweb.org

As a Sr. Billing Analyst at PICS, Billie Jo over sees all payroll and expense processes for all clients and employees. In addition, Billie Jo currently provides support for the Deaf/ Blind & Mentor programs. She has over 15 years of accounting experience and enjoys problem solving along with helping others. Billie Jo enjoys spending time with her daughter and currently is coaching soccer for the first time this year. She loves going to the cabin in Garrison, MN with the family.

Rod Zick

Accounting Specialist
952-854-6364 ext.111
rodzick@picsweb.org

As an Accounting Specialist at PICS, Rod is responsible for processing payroll and expenses for all clients and employees. He has over 10 years of accounting experience, with over 7 of those years in payroll. Outside of work, Rod enjoys playing softball and volleyball. If it is sports related - he is interested in it. Rod lives in the Mankato area on Big Lake Jefferson, so he takes part in all water activities, including skiing and fishing. During the summer, Rod likes to entertain family and friends at his home on the lake.

W-9 Form

Are you being paid for services YOU provided (excluding payroll)? If so, you must fill out a W-9 form.

What is a W-9 form: This form is used to identify any person or business that PICS has paid on your behalf to perform a service of some sort. Examples: Personal Support, Cleaning Services, Assistance with driving (not including mileage), lawn care.

What does this mean to me? This means at the end of the year you will receive a 1099-misc form to use when filing your taxes. This form will have the amount listed that was paid to you during the year.

Are YOU a client of PICS and PICS pays people or vendors on YOUR behalf? If so, prior to issuing funds to the person or vendor a W-9 will need to be filled out. Once we receive the expense/invoice here at PICS we would contact that vendor and have the W-9 completed and process payment as usual. W-9 forms can also be found www.picsweb.org under Resources/Commonly Used Forms. *If we receive an invoice from a vendor or person and do not receive the W-9 there may be a delay in payment.*

Mileage: If you are only being reimbursed for mileage a W-9 would not be needed.

Why Now: Previously you may have been paid and not have to worry about a W-9. However, due to IRS requirements we are required to report anyone who we pay that performs a service of any kind. We also need to ensure we are in compliance with IRS guidelines.

Suggestions: We at PICS suggest that all vendors and persons performing any services be paid directly from us and not by the client or the MP.

Please feel free to contact Billie Jo Webb at 952-854-6364 or by e-mail at billiejowebb@picsweb.org regarding any questions you may have.

Did you know...

- Niki Jungers is on leave until the second week of May, 2011.
- Brooke Schultz will be covering Niki Jungers' cases while she is on leave. Please call Brooke at 952-854-6364 ext. 114 if you have any questions or concerns.
- Danelle Cheney will be on leave from approximately the beginning of March 2011 until approximately the beginning of June 2011.
- Jessika Hassan will be covering Danelle Cheney's cases while she is on leave. Please call Jessika at 952-854-6364 ext. 107 if you have any questions or concerns.
- The new 2011 payroll schedule is out! If you have not received it, you can access it online at www.picsweb.org or you can call 952-854-6364 and ask for one to be mailed, faxed or emailed to you.
- Many of our communications are sent out via email. Please provide your email or update your email with our Office Coordinator, Leslie Molenaar. You can reach her at 952-854-6364 ext. 106.
- There is a new W4 form that needs to be used for all new hires.
- Picsweb.org has a job board to assist clients looking for employees and employees looking for jobs.

Spend Down Reminder

A spenddown can be costly, and interrupt your services.

Please remember – should you receive services, and then those go unpaid, PICS is obligated to consider it an unpaid debt. PICS is not required to continue to serve recipients with outstanding debt.

PICS wants to help. We will continue to work at giving sufficient notice, regarding any spenddown unpaid debt, so that you might have the opportunity to make repayment – and, thus, continue to receive services.

If, however, a recipient does not pay, PICS can refuse to provide services.

Should you receive a notification that spenddown payment is due, please contact your service coordinator immediately to set up a payment plan.

For more detailed information, please visit our web site – <http://picsweb.org/spenddown.asp>.

Life Pages

***Discover your community through LifePages.org. LifePages is an award-winning web site designed for the Minnesota disability community, but useful to everyone. Its purpose is to make Minnesota a more inclusive place. Hundreds of people use the site every day to find unique recreation/leisure options, workshops and trainings, support groups, volunteer opportunities, and more.**

This month's LifePages Feature is:

Specialized Classes that Supports Adults with Disabilities

Access Services is a program that supports adults with disabilities in Minneapolis Community Education through specialized classes and inclusion support. Minneapolis Community Education offers classes and activities for people with developmental disabilities and is specifically looking to grow their population of young adults (ages 18-30). They offer a variety of classes at a very low cost. Classes include, but not limited to; Clay Sculpting, Tie Dye T-Shirts, Cooking Classes, Table Tennis Olympics, Guys Night Out & Girls Night Out, Theater Outings and other special events.

Visit <http://commed.mpls.k12.mn.us/Access.html> for a full list of Access Services classes, prices, and contact information or call Jean Dutcher at 612-668-4325

Many cities are committed to offering Community Education classes specifically to adults with disabilities. Keep your eye out for brochures that may be sent in the mail, or visit your cities website for Community Education and Adaptive Recreation classes offered.

Expanding choices.



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Lutheran Social Service
for changing lives

We hope you all have a
wonderful winter!

People to Contact

Senior Director

Steve Piekarski - ext. 101

Director of Services

Janelle Langdon - ext. 118

Service Coordinators

Danelle Cheney - ext. 120

Nicole Jungers - ext. 123

Brooke Schultz - ext. 106

Jade Hanson - ext. 125

Service Coordinator Specialist

Jessika Hassan - ext. 107

Payroll

Billie Jo Webb - ext. 112

Rod Zick - ext. 111

Billing

Jenny Wilkes ext. 105

Human Resources

Josephine Randall - ext. 117

Kathy Gasser - ext. 109

Office Coordinator

Leslie Molenaar - ext. 106

General Contact

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www.picsweb.org

What's your story?

If you have a story to share with us, we'd love to include it in our newsletter or websites.

Please e-mail us at info@picsweb.org