



## **This is Your Resource**

The Resource has been established to keep family and friends of MRCI Client Directed Services (CDS) up to date with CDS policies, procedures and any information you need to know. You'll find The Resource in your inbox each month. We will also share stories of others in the CDS family and build support groups for those who are interested. Please take a few minutes to enjoy this month's edition of The Resource.

*Happy Holidays*



MRCI CLIENT DIRECTED SERVICES

## Holiday Reminders

Time Sheets for the pay period ending 12/8/17 were due on Tuesday, December 12. Pay checks will be issued on 12/22/17,

**\*\*Please remember: Payroll is due 12/26. No late submissions will be allowed, as CDS is working on a short week.**

The office will be closed 12/25. With limited response from 12/26 to 1/2 when we open again.

Please report any pay check issues by noon on 12/26. They can be sent to:

[payroll@mrciworksource.org](mailto:payroll@mrciworksource.org).

December 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

■ Pay Day    ■ Due Date

Pay Period	Due Date	Pay Day
11/26 - 12/9	11/28	12/8
12/10 - 12/23	12/12	12/22
8/6 - 8/19	12/26	1/5/18

## A Picture Worth A Thousand Words

An extra special Christmas photo from the Hurley family! Most of these lovely ladies are CDS clients. Mom, Sheila Hurley has one biological daughter, she adopted her other five daughters.



From left to right: Caelia (Personal Support), Karina (previously CSG), Santa and Sara (Personal support), Masha (previously CSG), Julia (CDCS FEA), Valeria (CSG).

## IMPORTANT INFORMATION

### What is IRS Notice 2014-7?

If you and your client live together, and your client is receiving services through an MA waiver program, you may be eligible for the Difficulty of Care income exclusion outlined in IRS Notice 2014-7. This means that the wages that you earn for providing personal care to the client you live with may be excluded from your income for income tax purposes. As an individual tax payer, you can claim this income exclusion on your personal tax return when you file. If you need assistance on how to do that, please contact a tax professional or the IRS. The following IRS link should be reviewed:



[Click Here](#)

MRCI will no longer be offering Difficulty of Care payments through payroll, effective 12/31/2017. However, your tax professional can continue to apply the Difficulty of Care income exclusion while doing your annual taxes. If you have questions please contact Jen Drganc or Tony Engesser at 1-800-829-7110.

# 2017 CLAIMS HOLIDAY SCHEDULE

WEEK OF	CLAIMS/PAPERWORK DEADLINE	CHECK DATE
12.17.17	Due by Noon 12.20	12.22.17
12.24.17	No Checks Written	
12.31.17	Due By Noon 01.03	01.05.18

## W4 Information

The beginning of a new year brings a new W4 form for those employees who are claiming exempt for Federal and State taxes.

Employees are required to fill out a new W4 form each new year if they choose to claim exempt.

MRCI would like to remind you that if you are currently claiming exempt, you will be receiving a new State and Federal W4 form for 2018 in the mail beginning February.

Please contact CDS Human Resources department for any questions.

Form **W-4** Employee's Withholding Exemption Certificate  
Department of the Treasury Internal Revenue Service  
Separate here and give Form  
▶ Whether you are entitled to claim subject to review by the IRS. You  
4 Your first name, last name, and middle initial Last name  
Home address (number and street or rural route)  
City or town, state, and ZIP code  
5 Total number of allowances you are claiming (from  
6 Additional amount, if any, you want withheld from  
7 I claim exemption from withholding for 2013, and  
• Last year I had a right to a refund of all federal i

## MAKING THE DIFFERENCE

MRCI CLIENT DIRECTED SERVICES

MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our Website at  
[www.MRCICDS.org](http://www.MRCICDS.org)

Reach Us by Phone at  
800.829.7110



MRCI is "creating innovative and genuine opportunities for people with disabilities or disadvantages to support their community participation."

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