

The Resource -- January 2021

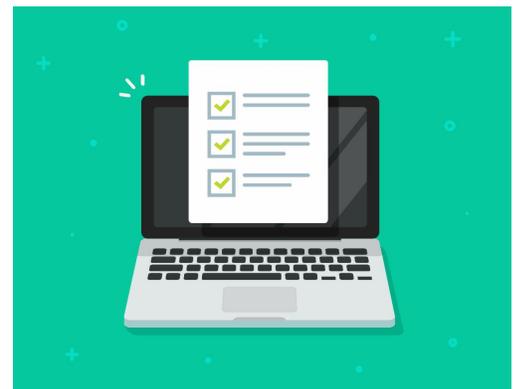


Reminder: Temporary 8.4% Increase Distribution Plan

CDCS and CSG Only

In December, clients/client representatives for the programs of CDCS and CSG were sent a Distribution Plan for the temporary 8.4% increase. This would have arrived by email, or mail if we do not have your email address. Please be sure to complete and return that distribution plan by **January 31st**.

If you did not receive the Distribution Plan, or are having trouble finding it, please contact your program staff.



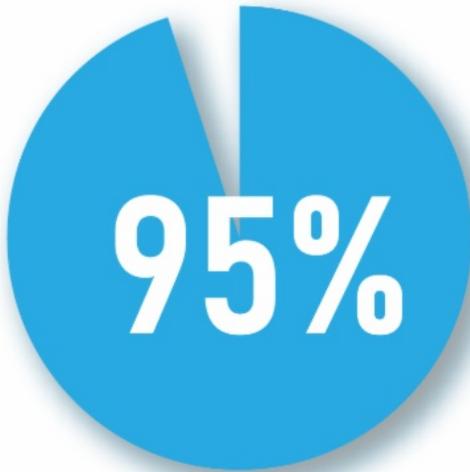
2020 MRCI CDS Satisfaction Survey Results



98% of *respondants* feel MRCI CDS staff are **Responsive**.



96% of *respondants* feel MRCI CDS staff provide **High Quality Service**.



95% of *respondants* are likely to **Recommend** MRCI CDS to a friend or peer.



82% of *respondants* have been with MRCI CDS for **over 2 years**.

Thank you to everyone that took our 2020 MRCI CDS Satisfaction Survey. We are honored to present the results. We look forward to another year of providing the best possible service to our clients and families.

Human Resources Updates

2021 W-4

If you currently claim “Exempt” or wish to claim an

“Exempt” withholding status for Federal and/or State tax

H Add: ... additional ...

Exempt withholding status for Federal and/or State tax purposes in 2021, you must file a 2021 Internal Revenue Service (IRS) Form W-4.

If you claimed "Exempt" in 2020, and we do not receive a new, signed IRS form W-4 by **February 12, 2021**, the Federal Income Tax withholding status will be changed to "Single/No Exemption" the following pay period.

If you have questions, or to fill out 2021 W4s electronically or to receive a paper copy, please contact MRCI CDS Human Resources.



Labor Law Posters

The 2021 Federal and Minnesota Labor Law Posters are now available. Please use the buttons to the right to download them.

2021 Federal Labor Law Poster

2021 Minnesota Labor Law Poster

Reminders

Future Communications

All of our mass communications will be going paperless in 2021. [Contact us](#) to make sure we have your correct email address

Electronic Visit Verification (EVV)

Call our office at 800-829-7110 to sign up. More info can be found at the [Minnesota DHS Website](#), or in Cashé's [EVV FAQ](#).

Sign up for paperless paystubs on ADP

[View the instructions](#) for finding your paystubs online and signing up for paperless. You make the changes on [ADP Self-Service](#).



2021 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of **Personal Support, Respite, and now Homemaker**. Below is the calendar of when the training will be assigned.

Training is assigned in the beginning of the month and is due by the last day of the month. If your worker **does not** complete the training they will be temporarily suspended and not able to clock in or out through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

Month:

Subjects:

March

Minimizing the risk of sexual violence

April

Vulnerable Adults, Universal Precautions

June

HIPAA/Data Privacy, First Aid

August

Client Rights

September

Positive Supports Rule

October

CSSP-A Review, Person-Centered Planning

Once per year

CSSP-A/IAPP Annual Review

Homemaker Only

Annually, by June

8 Hour Core

Homemaker Staff Under the 245D Programs: MRCI now is including the Positive Support Rule training annually. The training has been assigned, please log in and complete by the end of November.



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

Reach us by phone at 800.829.7110

MRCI is creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community.

[DONATE](#)

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