**Important Steps, Inc.**

***Early Childhood Program***

**2447 Eastchester Rd, Bronx, NY 10469**

**718-882-211/718-882-2117-Fax**

 **Newsletter**

November 7, 2012

**Dear EI Providers,**

I hope this email finds you all well and safe.

We recognize the challenges that you are facing in your ability to provide services last week due to Hurricane Sandy and this week due to no gas and limited public transportation. We thank you for your dedication and attempt to see your children as per IFSP in this emergency situation.

1. Important Steps has power and is up and running. However, please call us to confirm that we have received any documents that you have mailed, emailed, and faxed to us (progress reports, billing, etc.).
2. We have sent a request to NYCDOH –EIP to lift the “14-day make up rule” and will let you know as soon as we receive a response. Therefore, we are asking the providers to do the best you can in making up all missed sessions and to explain “our hands are tied” to parents. While making up sessions please pay close attention to the IFSP, number of make ups allowed (usually it is 6), or contact Lina (ext. 156) for # of units to make up.
3. Please email luba@importantsteps.com  about any and all interruptions so we can request a waiver for make ups. If we do not receive any information from regarding missed sessions and interruptions, we will not be able to attempt to obtain a waiver.
4. Also, please email zeny@importantsteps.com if any of the families are misplaced or relocated and a provider cannot see a child at a temporary location. Zeny needs to document their new address and notify SCs and EIODs.
5. We understand that Nov. 9 is not a realistic due date for billing submission and are moving this to Monday, Nov. 12, 2012 at 5pm.
6. The “Nov 10th cycle” checks will also be ready on Monday, Nov 12, 2012 after 1pm. Let Alexia know (ext. 103) if you want to pick up your check.
7. Our IPRO Audit was moved to next week; therefore, please submit all expired pertinent documents (i.e. Medical Forms w/all immunizations and PPD, license, malpractice insurance certificates) to Alexia via fax or email by Monday or the checks will not be issued if any of these docs are expired by Nov. 10.

Please see attached “Helpful Information for Post “Sandy”. We are asking to you to share this helpful information w/the families you service.

We thank you for all your hard work and appreciate your dedication.

Sincerely, Janet Reznik and Susan Troiso