

Young Parent Program Provider Alert #1

FY'11 Young Parent Program Monthly Client Tracking Template and Transportation Update

The Department of Transitional Assistance (DTA) is beginning a new monthly billing and tracking process that will allow DTA's Employment Services Program to more efficiently track the success of your Young Parent Program (YPP) participants. As future funding decisions will be made based on vendor performance, it is important that we track the success of our vendors.

Provider Procedure (mandatory):

Beginning with your October billing (due November 10th) the attached YPP Monthly Client Tracking Template **must** be used concurrently with your billing package and e-mailed to your ESP Contract Manager.

The Monthly Client Tracking Template for October must include all FY' 11 enrollments, plus all of your FY' 10 carryovers.

After you submit October's billing, for each month afterwards you will update the YPP Monthly Client Tracking Template to reflect that months' billing activity.

Your ESP Contract Manager has been instructed not to approve your monthly billing until you electronically submit your Monthly Client Tracking Template. If you have any questions, your Contract Manager is happy to help.

Transportation

YPP providers are reminded that transportation benefits are still available as a support service for our clients to get to and from ESP activities. Transportation benefits can also be approved for one month *before* the start of the activity for the time period the person may need transportation to get to that activity during the first month. If you have any questions about the transportation benefit, please contact your ESP Contract Manager.

