



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #10

June 16, 2011

Closing Out Inactive CIES Enrollees

The following information should be communicated immediately to all service locations and appropriate staff members within your organization.

Inactive Participant Closings

In preparation for the closure of this fiscal year, CIES providers must close out all inactive CIES participants from their EIM activity reports.

Provider Procedure: CIES Providers should close out the following CIES participants where appropriate:

- Clients who appear on EIM and for whom there has been no participation; and,
- Clients who appear on EIM and for whom all billing have been completed.

All such clients must be closed on EIM immediately but no later than **June 21st, 2011.**

Thank you for your assistance with this matter. If you have any questions, please contact your contract manager.