



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #3

June 15, 2010

Re-Enrolling FY'10 Carry-over Clients

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

Automatic Client Re-Enrollment

CIES providers will not be required to re-enroll any FY 2010 (FY'10) carry-over clients in Enterprise Invoice/Service Management (EIM) in FY 2011. The system will automatically re-enroll FY'10 carry-over clients for you.

In order to minimize the number of clients that appear in FY'11 Service Delivery Reports (SDRs), CIES providers should follow the procedures below for closing CIES participants from their organization's EIM activity report.

Provider Procedure: CIES providers must close out the following CIES participants where applicable:

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

All such clients **must** be closed on EIM by **June 25th, 2010**.