



DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES
500 Summer Street NE E02
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AUTHORIZED BY: _____

Administrator

INFORMATION MEMORANDUM

SPD-IM-02-077

Date: December 23, 2002

TO: Area Agency on Aging Directors CHS SDA Managers
CHS/AAA Field Managers and Staff CHS SDA Assistant Managers
SPD Managers and Staff CHS Central Office Managers

SUBJECT: End of Year Processing Schedule

INFORMATION: Due to end of year and the holiday schedules the following will be processed on the dates listed:

- December 25th - Mainframe will be closed all day.
- December 26th - Mainframe will close at 6pm. The last CEP check run will take place. On CMS, the SSI/SSB COLA update and the conversion to the new Service Category case descriptors referred to in AR-02-044 will be performed.
- December 27th - The CBC payment system will be closed all day. CBC records will be automatically updated with the SSI/SSB COLA and OSIP standards changes and 512s will be printed. The last run of CEP checks for 2002 will be mailed.
- December 28th - CEP FICA checks will be printed.
- December 30th - CEP FICA checks will be mailed. Review your CBC suspended records on SCFP to prepare the first CBC check run. *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records in the local office.
- December 31st - CEP and CBC checks will be printed for 1/1/03. The mainframe will be down at 6pm to begin the department wide year-end processing.
- January 1st - Mainframe will be closed all day.
- January 2nd - CEP and CBC checks dated 1/1/03 will be mailed.
- January 3rd - Special CBC check run.
- January 6th - CBC checks mailed.

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