



May  
2025

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**Call Us Now: (800) 829-7110**

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## PTO Balance Cap

PTO Balances over 80 hours will be reset following the pay period ending 6/28/2025. Per the collective bargaining agreement, an employee “may carry over up to 80 hours of PTO from one State fiscal year to the next”. The State fiscal year ends June 30 meaning any PTO hours over the 80 hour cap will be lost. All PTO requests must be submitted with the pay period ending 6/28/2025 (on the payroll due date of 6/30/2025).

**Please Note: PTO benefits are for workers under the Consumer Directed Community Supports (CDCS), Consumer Support Grant (CSG), Community First Services and Supports (CFSS) and PCA Choice programs.**

The PTO Timesheet can be found below. You'll also find instructions for logging into ADP to check PTO balance. Please connect with your program specialist if you have any questions.

[PTO Timesheet](#)

[CDCS/CSG ADP  
Login](#)

[PCA Choice ADP  
Login](#)

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MRCI will be closed on Monday, May 26th, in honor of Memorial Day. Normal business hours will resume on Tuesday, May 27th.



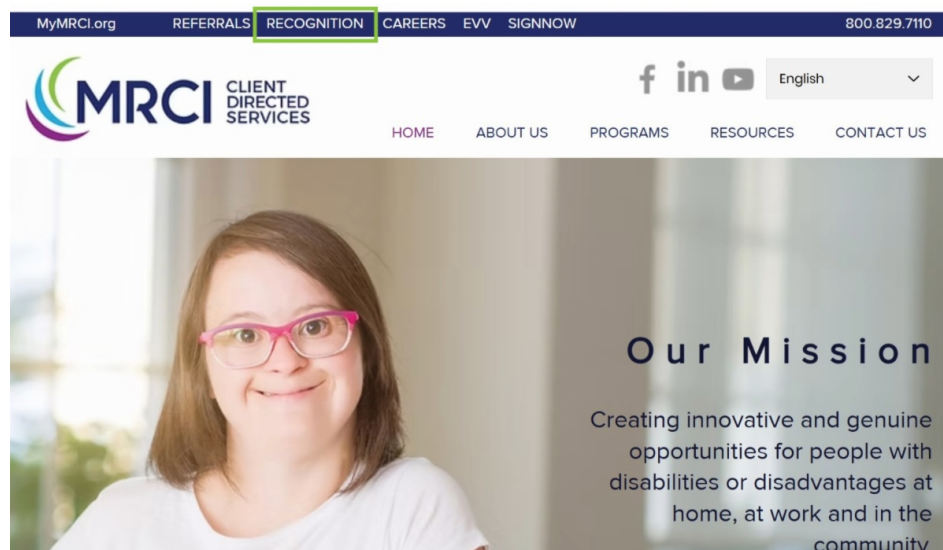
## DSP Recognition

Direct Support Professionals (DSP's) are a pillar of Disability Services. They serve a crucial role in the lives of those they serve at MRCI, and we want to recognize them!

MRCI is opening nominations for monthly DSP Recognition. Please click the button below to nominate a DSP. We will randomly select one DSP a month and present them with a certificate and small gift.

[DSP Appreciation Submission](#)

You can find this form anytime on our website using the 'Recognition' tab at the top, as shown below.



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## Care Force Incentive Bonus

MRCI has received communication from DHS (Department of Human Services) regarding the Care Force Incentive Update.

DHS states that they are responding to an unprecedented level of interest in the program. They are performing thorough verification checks, which have taken longer than they anticipated.

Their goal remains to provide incentives to as many eligible DSPs as possible. In order to do so, *"Bonuses will be slightly reduced from the planned \$1,000 and \$500 amounts. These final amounts will be shared in award notification letters."* (quote from the email sent to MRCI from DHS).

*"DHS aims to get these much-needed incentives into the hands of eligible DSPs as soon as possible. Our current plan is to distribute award letters by mid-June, and we will keep you apprised of our progress with an email update in early May. If you have questions, please email [MNCareForce@PCGUS.com](mailto:MNCareForce@PCGUS.com)."* (quote from the email sent to MRCI from DHS).

**MRCI will continue to keep you updated as we know more.**

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## Taking Action

Join MRCI, ARRM, and other MN Organizations this Wednesday for an emergency rally. With the potential of over \$1 Billion being cut from Disability Services over the next four years, it's crucial that we show up and make our voices heard.

[Follow ARRM](#) for updates!

**When:** 10:30am, Wednesday May 21st

**Where:** MN State Capital Stairs  
75 Rev Dr Martin Luther King Jr Boulevard  
St Paul, MN 55155


**What:** Emergency Rally to protect Disability Services Funding

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### 2025 Payroll Calendar

Visit our website to view the dates and download a  
PDF copy.

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 Use Dates for Payroll Information  
 Pay Day: MRCI-Closed  
 \* COVID-19, OTH and PCA Closure workers will be paid holidays pay for hours worked on the holiday per union contract.  
 \* Week ending is Sunday through Saturday. More than 40 hours per week result in Overtime.

<https://mrci.org/employees>

Week ending is Sunday through Saturday. More than 40 hours per week result in Overtime.

Jan-25							Feb-25							Mar-25							Apr-25						
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Visit our  
website

Weekly reminder  
signup

Would you rather...

have telekinesis (the ability to move things with your mind)

have telepathy (the ability to read minds)

Last month we asked if you'd rather it have a food fight or water balloon battle, and the results are in! The vast majority voted for **water balloon battle (91.9%)**, and **food fight** took **8.1%**. Stay tuned for the results of the next 'would you rather'!

# EMPLOYEE SPOTLIGHT

## Jessica Rodning

CONSULTATION SERVICES SPECIALIST



**Duration at MRCI:**  
5 months

**A fun fact:**  
My first concert was Michael Jackson.

**What are your hobbies outside of work?**  
When I am not chasing kids to sports events I love to travel and be outdoors. I also really love getting lost in a good book. I am always looking for recommendations.

*"I'm a dedicated mom of three with an unending passion for learning. As a teacher, community outreach worker, and non-profit advocate, I strive to make a positive impact every day. I love to read, explore the water, and enjoy the fresh air. My empathetic nature drives me to connect deeply with others, and my adventurous spirit keeps me*

## Thank you for all you do, Jessica!

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### 2025 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of **Individualized Home Supports (IHS), Respite, Host Home, Night Supervision, and Homemaker**. Below is the calendar of when the training will be assigned.

Training is assigned in the beginning of the month and is due by the last day of the month. If your worker does not complete the training they will be temporarily suspended and **not able to clock in or out** through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

Month:	Subjects:
June	HIPAA/Data Privacy, First Aid
June Homemaker Only	8 Hour Core
August	Client Rights
September	Positive Supports Rule
October	CSSP-A Review, Person-Centered Planning
Once per year	CSSP-A/IAPP Annual Review

**Homemaker Staff Under the 245D Programs:** MRCI is now including the Positive Support Rule training annually. The training has been assigned, please log in and complete by the end of November.

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### Follow us on Facebook

Every Wednesday, we share photos sent to us by clients and families that define what self-direction means to them. You'll also find important updates, helpful articles, announcements, and more.

Like [our page](#) so you don't miss out!



# Connect with Us!

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Share your Story



MRCI is one of Minnesota's largest human service non-profit organizations. We are dedicated to providing meaningful opportunities for individuals with disabilities and special needs.

[www.MRCICDS.org](http://www.MRCICDS.org)



With your help, we can continue to expand our service offerings and areas.

**DONATE**

**MRCI**

1750 Energy Drive  
Mankato, MN 56001  
(800) 829-7110

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