



Morning Star

Financial Services

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Morning Star Financial Services Up and Running in the State of Utah

Morning Star Financial Services is currently up and running and serving a number of individuals receiving Self Administered Services.

We feel things have gone quite smoothly so far, and have enjoyed getting to know our customers, the people we serve, as well as the Support Coordinators and all the individuals working with this program.

We also feel our customers are quite happy as well. We have gotten positive feedback, as you will read in the following section.

If you have any feedback on our services, comments, questions or concerns, please contact us anytime.

Read what a few of our current customers have to say about us!

"I recently stated services with Morning Star as my Fiscal Agent and want to tell you about what an extraordinary experience this has been.

Whenever I have a question (and that happens often) I have been able to call and talk to a human being I instead of having to stay "on hold" for 15-20 and then finally being transferred to an answering machine and thus having my question still unanswered. When I have e-mailed them, my e-mails are always answered in an extremely timely and very courteous manner.

It also is so much easier to only have to fill out and fax just one time sheet for employees every pay period. This has helped a great deal and made paperwork much easier for me.

The timesheets are easy to fill out and require minimal amount of writing which has been extremely helpful.

And last but not least there is the "icing on the cake" and that is Melina. She has gone the extra 2000 miles to help me. She always has time to answer my questions and fully explain things to me in an extremely professional and clear way, with empathy and kindness.

Morning Star has been properly named as it is the company that shines a clear and bright light and assists in navigating through the maze of accounting and paperwork. And it is the staff that shine brighter with every communication. Congratulations to the one's who are responsible for starting such a wonderful company and my deepest gratitude."

- Current Morning Star Customer

"Although I've been working with Morning Star for just a short period of time, I'm very happy with their service. I'm particularly pleased with the fact that I deal with only one person. She knows my name and I know hers and I feel that I'm not a tiny fish in a big ocean. Melina has been so friendly and professional and presents a good face for her company. So far, I can recommend Morning Star with a loud "hurrah!"

- Current Morning Star Customer

Morning Star Offers Sign Up Sessions for People Interested In Signing On With Us

Anyone interested in coming on board with Morning Star can attend one of the following two training sessions and sign up with us on the spot.

Whether people are transitioning from another provider, or are new to Self Administered Services, our staff will walk people through the paperwork, and answer questions about our processes, and how things work.

We understand that changing providers or starting up on a new program can sometimes seem overwhelming.

We would like to make this process as easy as possible for those that would like hands on assistance.

We hope Support Coordinators will spread the word about these sessions to anyone they feel would be interested in attending.

For any questions on these sessions please call either Jen Van Rooy or Melina Borton at 877-450-5041 or e-mail them at jvanrooy@morningstarfs.com, or mboton@morningstarfs.com.

Here's the info:

Session 1

Date: April 3, 2007

Time: Anytime between 3 -7 pm

Place: Salt Lake City DSPD
Regional Office
655 E 400 S,
Salt Lake City
*Conference Room

Session 2

Date: April 4, 2007

Time: Anytime between 1 - 5pm

Place: Provo DSPD Regional
Office
150 E Center St
Provo
*Conference Room

Timesheet Reminders

Here are some helpful tips about completing and submitting timesheets

- Pay periods are the 1st through the 15th of every month, and the 16th through the last day of the month.
- Pay period dates, timesheet due dates and pay dates are found on the payroll calendar we provide in the Employer Enrollment Packet. You can also get this schedule on our website at www.morningstarfs.com.
- Always indicate AM or PM for each time entry
- Enter the service code that relates to the work performed.
- Make sure to list the service code for each service that you delivered separately.
- Enter a brief description of the work performed for each service you performed each day.
- Both the employer and the employee must sign the timesheet.
- Timesheets can be mailed or faxed when completed. You may also scan and e-mail your timesheet. Morning Star addresses and fax numbers are located at the bottom of the form. We are working on a process for electronic signatures so that timesheet forms can be more easily submitted by e-mail.
- While We do make an effort to process late timesheets, we can not guarantee that your timesheets will be paid out on time if they are late.
- Please be sure to turn in timesheets each pay period you have hours worked.
- If you have any questions about timesheets, please call Morning Star at 1-877-450-5041.

