

Learn When You'll Get a Tax Rebate (Stimulus) Check

The IRS will begin sending out the first of 130 million economic stimulus checks on May 2, 2008. The exact date you will receive your stimulus check will depend largely on the last two digits of your Social Security Number (SSN). On jointly filed returns, the mailing schedule will be based on the first SSN listed. For taxpayers who file by April 15, 2008 and get their tax refunds deposited directly into a bank or other financial account, the IRS will send the stimulus payments from May 2, 2008 through May 16, 2008. For taxpayers who file by April 15, 2008 but do not choose direct deposit, the IRS will mail checks from May 16, 2008 through July 11, 2008, based on the below schedule. If you have a past-due Federal or State income tax bill or some other type of past-due federal debt (such as student loans or child support) your stimulus payment will likely be reduced

Direct Deposit Information

Last Two of SSN	Payment to Account By
00—20	May 2
21—75	May 9
76—99	May 16

Paper Check

00—09	May 16
10—18	May 23
19—25	May 30
26—38	June 6
39—51	June 13
52—63	June 20
64—75	June 27
76—87	July 4
88—99	July 11

by what you owe. To the left is the stimulus payment schedule for tax returns processed by April 15, 2008. Contact your accountant for more info.

**It was a
blimey
good
time!!**



When we think of “Party Central”, we’re thinking of Pelican, Sandpiper and Starfish homes! They got together and enjoyed green jello, green cupcakes and green enchiladas on St. Patrick’s Day. They celebrated with oldies music, dancing and Door Prizes. Thankfully, the furniture and carpets are not green! A Festive time was had by all!

If your individuals are interested in getting together for a holiday party, or just for the fun of it, call ahead and book the Corporate Training Room for your event.

Open Enrollment has Come and Gone!

We’d like to take the opportunity say “THANKS” to *all* employees, for making this Open Enrollment a Huge Success! Your attendance at the recent meetings was virtually perfect, not to mention that it made the ensuing workload SO much easier for our Human Resources Director!

Now that Open Enrollment for company sponsored benefits (Medical, dental/vision and life insurance) has concluded for this year, the next opportunity to enroll, cancel or make changes to insurance benefits will be in February 2009.

New or rehired employees are still able to enroll in benefits, or MUST decline enrollment, within 90 days of their hire/rehire.

With the new enrollment period, a couple of things have changed:

Life insurance can ONLY be elected at the time of *initial eligibility*, or within 90 days of hire/rehire. There is no “open enrollment” period for Life Insurance. Therefore, it is important for new employees and rehired employees to enroll in or decline Life Insurance at the time of initial eligibility. No further opportunities to enroll in Life Insurance will be offered.

As is usually the case, the costs of all insurances increased effective April 1, 2008.

Changes in insurance rates and employee contributions were effective with the last paycheck. Insurance deductions from your paycheck pay for the next month’s insurance. For example, deductions from March paychecks are paying for April benefits.

If you have any questions regarding insurance benefits, contact Sue in Human Resources.

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SEXUAL HARASSMENT AND COMPLAINT PROCEDURES

It goes without saying that most of what we do every day, all day, is regulated by the State Department of Public Health or other State and Federal Regulations. As if that isn't enough, we also have our Company Policies, which are outlined in the Epiphany Care Employee Handbook, Personnel Policies and Procedures.

As your employer, Epiphany Care has adopted a firm **"no tolerance"** policy regarding Sexual Harassment. Rest assured that every reasonable step will be taken to prevent harassment from occurring. However, if you believe you have been unlawfully harassed, we urge you to report the incident immediately, according to the following procedures (as outlined in your Employee Handbook) so that your concern/complaint can be resolved as quickly as possible.

1.) When/if possible, confront the harasser and ask/persuade him/her to stop. 2.) Provide a **written** complaint to your supervisor or to any other company supervisor as soon as possible. 3.) Supervisors will refer ALL harassment complaints to management. The company will immediately undertake an effective, thorough and objective investigation of the allegation. 4.) If the company determines that unlawful harassment has occurred, it will take effective remedial action in accordance with the circumstances. Any employee the company determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. 5.) Whatever action the company takes against the harasser will be made known to the employee lodging the complaint. 6.) The company will not retaliate against any employee who files a complaint and will not tolerate or permit retaliation by management, employees or co-workers. Likewise, the company does not tolerate the making of deliberately false allegations.

It is important to remember that actions or statements which we may **intend** to be "funny", "joking", or "friendly" may be **perceived** by others to be harassing, intimidating or insulting. As such, it is imperative that we all abide by professional communication and behavior practices. If you have any questions or concerns regarding Sexual Harassment, please contact your QMRP/Administrator and/or Human Resources immediately.

Taxes, Taxes!

April 15th is the deadline for filing your income taxes



The Winning Homes in February for:

Lowest overtime

Oxnard/Ventura- Pelican Home
 Simi Valley- Moonstone
 Fillmore- Winter Haven Home

Best hours control:

Pelican Home

Sweeping all 3 categories:

Best budget control:

Pelican Home

Easter Sunday is a paid company holiday. Any direct care employee who worked will be paid holiday pay!



to Epiphany Care!!! We welcome the following team member(s) in joining us in the last month.

Scarlett Blanco, LVN, Oxnard
 Evelyn Zavala, Oxnard
 Luis Aguayo, Simi Valley
 Cecilia Rangel-Mesa, Oxnard
 Charlene Chambers, Oxnard
 Veronica Romero, AGP Oxnard
 Jelcy Gadian, Oxnard
 Deysy Saldivar, Oxnard

Threats and Violence in the Workplace



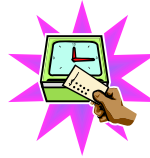
Epiphany Care's policy is clear regarding Threats and/or Violence in the Workplace. The Employee Handbook, Personnel Policies and Procedures, outlines the Company's policy. As part of the Corporation's commitment to provide a safe place for employees to work, a policy was also developed to identify the organization's response process and result in corrective actions regarding threats and violent acts that take place on company property and/or time.

A Threat is defined as "any statement, written or verbal, which directly or indirectly threatens to harm any person or property." Conduct of a violent nature includes, but is **not** limited to: A.) Written suggestive or threatening letters, notes or other printed or written materials. B.) Verbal derogatory comments, slurs or jokes presented in a threatening manner. C.) Threatening gestures. D.) Battery or assault, and touching, impeding or blocking movements of others. Threatening or violent comments, gestures, letters or notes directed to or about other employees (or clients) will not be tolerated and are grounds for immediate suspension or termination of employment and/or contacting the appropriate law enforcement agency. Any false allegations of threatening or violent conduct will be treated seriously and will result in formal corrective action.

If you have any questions or concerns about threats or violence in the workplace, please contact HR or your QMRP.

Did you know?

Timesheets are LEGAL RECORDS.



How many of us think we need training on how to complete our timesheets? No-body? Wrong Answer!!

Federal and State laws require Epiphany Care to keep an accurate record of time worked in order to calculate employee pay and benefits. Accurately recording the time worked is the responsibility of every employee. Employees should record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime hours must ALWAYS be approved before it is performed and the timesheet must be initialed by the approving supervisor. Altering, falsifying, tampering with time records or recording time on another employee's time record is illegal, can be considered as "theft of time", and will result in disciplinary action up to and including termination of employment.

Because timesheets are legal records, there are many "do's" and "don'ts" of which every employee should be aware. Some important tips...1.) Timesheets must be completed in ink; pencil entries are not allowed. 2.) It is not permissible to write over an entry on the timesheet, or to use white out or correction tape. When it is necessary to make a correction to the timesheet, employees should draw one line through the incorrect entry, make the correction above/below/next to the error (or on the back of the timesheet) and initial the correction. The back of the timesheet can also be used to explain entries or corrections on the front. Supervisors will verify and initial all corrections to timesheets. 3.) Do NOT sign in AND out at the same time. Sign in when arriving. Sign out when leaving. 4.) EACH employee MUST sign the timesheets under the "All Hours Are True" section of the timesheet. If you have any questions, see your QMRP.

CONGRATULATIONS

BEACHCOMBER HOME!!



Beachcomber Home in Simi Valley recently scored a **no client care deficiency** survey.

We appreciate all of your tremendous efforts in providing our clients with superior care!

Congratulations to:

Charmaine Carter, QMRP/Administrator

Gustavo Galindo, Facility Manager

Teo Hernandez, Lead Staff

Noelle Faggins, LVN

Juan Nava

Ignacio Cruz

Josefina Martinez

Rocio Alcalá

BE KIND TO OUR EARTH!!

The founder of Earth Day was U.S. Senator Gaylord Nelson. He believed strongly that education is the key to changing people's attitudes about the environment. As the "Father" of Earth Day, he inspired us to remember that "the stewardship of our natural resources is the stewardship of the American Dream." The Environmental Protection Act, The Clean Air Act, The Clean Water Act and The Safe Drinking Water Act all grew out of the event of Earth Day. The first Earth Day was celebrated in 1970 and twenty five years later, in 1995, Senator Nelson received the Presidential Medal of Freedom from then President Bill Clinton with the following words... "... awarded for his beliefs in and his dedication to our great country. Today, as much as at any time in modern American History, we need to remember what we share on this precious planet and in this beloved country."



Let's all take a few minutes now, and every day, to commit to doing our part to helping to keep our homes, our communities, our country, our planet, safe for generations to come.

ARBOR DAY IS FRIDAY, APRIL 25, 2008

BRING SOME GREEN INTO YOUR HOMES

CHECK WITH YOUR QMRP/ADMINISTRATOR AND SEE IF YOU CAN PLANT A TREE, A BUSH, SOME FLOWERS OR EVEN VEGGIES IN THE BACKYARD—IT'LL BE A GREAT ACTIVITY FOR THE CLIENTS, A LASTING MEMORY AND WILL HELP THE EARTH AT THE SAME TIME!!



Husvaldo, better known as Husy, was eight years old when he passed away two weeks ago. Husy lived at Starfish Home in Ventura for the past five years. Over the years, the memories that will be cherished are his crooked little smile, his little shaking hands when he didn't want to be bothered, listening to his Spanish radio (Nueva Vida), his love for movies and "I Love Lucy." He enjoyed being out in the sun and going for walks around the neighborhood. He also enjoyed his visits and haircuts from his parents.

Husy will always be remembered as a fighter and having a strong will. He was well loved and cared for by the Starfish Family. He will be missed.

Happy Anniversary

Fillmore!!



It's hard to believe that a year has gone by.... But we want to send a big "Happy First Anniversary" shout out to all our employees and clients in Fillmore!!

When Heritage Valley Assn and AGP joined Epiphany Care in April 2007, who'd have known what a GREAT merger it would be? (Other than Matthew, of course!)

We're proud to have you with us and hope your first year with Epiphany was a great one!! We look forward to many more!!

Dates to Remember in:

APRIL 2008



Upcoming Events:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ☆	2	3	4 ☆ 	5
6	7	8 ☆ 	9 ☆	10	11	12
13	14	15	16	17	18	19 ☆
20 ☆	21	22 ☆ 	23 ☆	24	25 ☆ 	26
27	28	29	30			

- 1st—April Fools Day
 - 4th—National Walk to Work Day
 - 8th—CPR Training at the Corporate Office
 - 9th—Pay Day
 - 19th—Passover Begins (lasts eight days)
 - 20th—Volunteer Recognition Day
 - 22nd—Earth Day
 - 23rd—Pay Day
 - 23rd—Administrative Professionals Day
 - 25th—Arbor Day
- Earn fast money: Recycling is easy—and makes a difference!!
- April is National Humor Month, Keep America Beautiful Month and Poetry Month!

Happy Birthday!

Celebrating birthdays in April



Wendy Tully, Front Office
 Roberta Spielman, LVN
 Maria Tabara

Selina Cruz, LS
 Andrea Diequez
 Julie Embry, RN



Employee Anniversaries

The following team members celebrated their employment anniversaries with Epiphany Care in March. Thank You all for your commitment to the homes, and, most importantly, our clients.

Ana Porter 18 Years! on 3/29
Olga Nava, FM 12 Years! on 3/18
Elvia Bernal 3 Years! on 3/10
Connie Hearne 4 Years! on 3/15
Christine Colvin 2 Years! on 3/22

Celebrating their first anniversary with us:
 (and remember those that refer get paid!!!)

Joanne Laderas, LVN 1 Year! on 3/12