

**2025 CALENDAR**

**OFFICE CLOSURE Dates:**

**New Year’s** (Jan 1, 2025), **President Day** (Feb. 17);

**Good Friday** (April 18); **Memorial Day** (May 26);

**Independence Day (**July 4**); Labor Day** (Sept. 1); **Rosh Hashanah** (Sep 23)

**Yom Kippur** (Oct 2), **Thanksgiving Day** (Nov. 27-28); **Christmas** (Dec. 25).

**BILLING Due Dates:**

**Service Month Service Date Billing Submission Payment Date**

 **Due Date**

**Jan** 1-15 Jan 27 Feb 28

**Jan** 16-31 Feb 9 March 14

**Feb** 1-15 Feb 25 March 28

**Feb** 16-28 March 10 April 11

**March** 1-15 March 25 April 25

**March** 16-31 April 11 May 12

**April** 1-15 April 25 May 30

**April** 16-30 May 12 June 13

**May** 1-15 May 27 June 27

**May** 16-31 June 14 July 11

**June** 1-15 June 25 July 25

**June** 16-30 July 11 August 15

**July** 1-15 July 25 August 29

**July** 16-31 August 11 September 12

**August** 1-15 August 25 September 26

**August** 16-31 September 10 October 10

**September** 1-15 September 25 October 27

**September** 16-30 October 10 November 14

**October** 1-15 October 27 November 28

**October** 16-31 November 10 December 12

**November** 1-15 November 25 December 29

**November** 16-30 December 10 January 12, 2026

**December** 1-15 December 24 January 26, 2026

**December** 16-31 January 12, 2026 February 13, 2026

**Important Steps, Inc. -Extensions:**

**Janet Reznik**, Program Director- ext. 104 **Yelena Bulgakova**, Director of Eval. Dep, ext. 159

**Anna LaPietra/** Eval Dep. Coordinator-ext. 164 **David Shapiro,** Dir. of Operations**-**ext.106

**Innessa Conte**, ABA Clinical Dir., ext. 329 **Oksana Garcia**, Staffing Coord-r (Brklyn), Ext 413

**Luba Green**, Office Manager-ext. 119 **Kristal Rivera**, Monit. Coord- exr. 134

**Janet Rivera**, Monit. Coord-r/Progress Rep.- ext. 117 **Daniella** **Muccio**, Eval. Dep-t Coordinator -ext. 306

**Lina Portnaya**, Billing/Collection Sup-r- ext. 156 **Monica** **Doati**, Monit. Coord- exr. 105

**Alexia Volynsky**, Staffing & HR Director-ext. 103 **Michael Mallon**, Billing/Collection Cord-r.- ext. 122

**Wilma Perez**, SC Sup-r.- ext. 154 **Taedmary Alvarado Rivera** – Staffing Coord- ext. 121

**Mihaela Naconecinaia**, Dir.-Brklyn Site Dev., Ext. 415 **Zoriana Vytko, Bill. Coor-r** (Brklyn), Ext. 418

**Yana Miller, Director of LI division,** Ext. 165 **Kishtia Badmaeva**, Monit. Coord-r, Ext 411

**Ganna Bartasheva**, ABA Sup-r-Training **Liliia Zinko**, Billing Coord-r, Ext. 414