

**2024 CALENDAR**

**OFFICE CLOSURE Dates:**

**New Year’s** (Jan 1, 2024), **President Day** (Feb. 19);

**Good Friday** (March 29); **Memorial Day** (May 27);

**Independence Day (**July 4**); Labor Day** (Sept. 2); Rosh Hashanah (Oct 3)

**Yom Kippur** (Oct 11), **Thanksgiving Day** (Nov. 28-29); **Christmas** (Dec. 25).

**BILLING Due Dates:**

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

**Due Date**

**Jan** 1-15 Jan 26 Feb 26

**Jan** 16-31 Feb 9 March 11

**Feb** 1-15 Feb 26 March 25

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

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

**March** 16-31 April 10 May 10

**April** 1-15 April 25 May 28

**April** 16-30 May 10 June 14

**May** 1-15 May 28 June 28

**May** 16-31 June 14 July 12

**June** 1-15 June 25 July 26

**June** 16-30 July 10 August 12

**July** 1-15 July 25 August 26

**July** 16-31 August 12 September 10

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

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

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

**September** 16-30 October 10 November 15

**October** 1-15 October 25 November 25

**October** 16-31 November 12 December 13

**November** 1-15 November 25 December 27

**November** 16-30 December 10 January 10, 2025

**December** 1-15 December 27 January 27, 2025

**December** 16-31 January 10, 2025 February 10, 2025

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

**Janet Reznik**, Program Director- ext. 104 **Inna Sidler**, Director of Eval. Dep, ext. 159

(646)286-7904 -cell **Anna LaPietra/** Eval Dep. Coordinator-ext. 164

**David Shapiro,** Dir. of Operations**-**ext.106 **Innessa Conte**, ABA Clinical Dir., ext. 0

**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