



270 Duffy Avenue, Unit 226A
 Hicksville, NY 11801
 TEL: (516) 484-4400
 FAX: (516) 484-6084

To: ProHealth Agencies
 From: Karen Brooks, Senior Vice President, New York Business
 Date: October 26, 2022
 Subject: Holiday Exceptions (Payroll) for 2023

Dear Valued Customer:

As the end of the year rapidly approaches, Sandata would like to inform you about the two options available to handle the entry of Holiday Exceptions (Payroll) into your ProHealth Fiscal system for the year 2023. Review the options below carefully, mark your selection and send this form back to Sandata no later than Friday, November 4, 2022.

Option 1 – If this option is selected, your agency is responsible for entering its own Holiday Exceptions (Payroll) for 2023. Please review the attached documentation that Sandata prepared to assist you with this process. If at any time you have questions or encounter difficulties, please call contact our Customer Care department at (718) 628-2266 and a Customer Care representative will assist you.

Option 2 – Sandata will enter your Holiday Exceptions for 2023 for a fee of \$750.00. Please be aware that Sandata must receive both this completed form and your agency's 2023 Holiday Payroll Schedule (with rates). Incomplete submissions and submissions received after this date will not be processed.

To submit your selection, fill out the bottom part of this document with your agency's information and send back the completed form via fax to: (718) 628-2276 or email to: (customersupport@sandata.com).

Remember: If you have chosen option 2, you must attach your Holiday Payroll Schedule (with rates) when you send back this form.

Thank you.

Agency Name	HRA / MCO Vendor #
Contact Name/ Title (Printed)	Contact Phone Number
Authorized signature	Date