



TEXAS Health and Human Services

Abilene State Supported Living Center

OUR MISSION:
To empower people to make choices that result in a life of dignity and increased independence.

AbSSLC News

Abilene SSLC

Week of December 25th, 2023

Merry Christmas!

Get Your Tax Forms Online

Eliminate the wait for your W-2 and 1095-C tax forms early by consenting to receive them electronically.



To provide consent for your electronic W-2:

- Log in to CAPPs
- Under 'Employee Self Service', click on 'My Pay'
- Click on 'W-2/W-2c Consent'
- Check the box that says, 'Check here to indicate your consent to receive electronic W-2 and W-2c forms' and click 'submit'

To provide consent for your electronic 1095-C:

- Under 'Employee Self Service', click on 'My 1095-C'
- Click on '1095-C Consent'
- Check the box that says, 'I consent to receive Form 1095-C electronically' and click 'submit'

You must provide your CAPPs password to verify your identity when you submit consent for both forms.

Once you have consented and your tax forms are available, you'll receive an automated email from CAPPs letting you know they're ready to view and print. You won't need to consent again to receive the forms electronically.

To prevent forms from being rejected by the IRS and delaying your tax refund, make sure your last name recorded in CAPPs matches the last name on your Social Security card and your address on file is correct.

For questions, call the HHS Employee Service Center at 888-894-4747 (toll-free) or 866-839-3747 (TTY) from 7 a.m. – 7 p.m. Monday through Friday.

January 1st Payday

FedEx is closed January 2nd – this will delay physical (paper) checks until Wednesday, January 3rd.

This is an excellent time to think about signing up for Direct Deposit. We have delays in checks 3-4 times a year for various reasons – this is a good example of why Direct Deposit is a good thing!

THE HSCS AWARDS
Nominate a colleague, a facility or a program today!

Individual Awards:

- Together We Move Award:** An employee (one identified) who has made a significant contribution to the quality improvement process, such as saving resources or improving practice, performance, research or results.
- Leading With Heart Award:** A contemporary employee who is a leader among peers who provides change for employees or clients.
- Most Respected Employee of the Year:** An employee (one identified) who demonstrates excellence and dedication to her clients by consistently participating in activities outside the scope of their job description.
- Nexus of the Year:** A case which has resulted in an extraordinary commitment to their work and/or professional practice.

Innovation Awards:

- Program Innovation of the Year:** A program that brings new ideas to life that help meet a special need that improves the service provided to our clients, improving their lives in a positive way.
- W2C Paperless Reporting:** W2C system for making electronic reporting submissions.
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Spirit Awards:

- ESOP of the Year:** A direct support professional who has demonstrated exceptional commitment to their work and the people we serve.
- Missing Piece of the Year:** An employee who works to support clients in a unique way, who never allows themselves to be off-balance, who holds the line on quality, who is a positive and better role model.
- Early's Heart for Service Award:** The award recognizes staff in a non-central office or service location who demonstrate a spirit of service, commitment, and dedication to the client. The award is given annually to the staff member who has demonstrated exceptional commitment to their work and/or professional practice.
- Client's Heart for Service Award:** This award recognizes employees who have demonstrated exceptional commitment to their work and/or professional practice.

Scan the QR code to submit a nomination from Jan. 1-31

Nominations open January 1st

Two Chairs & a Mike – Podcast #7

Tune in as Mike interviews Bill Gilliland (Mr. Christmas Lane)! See it @ <https://youtu.be/8B1XNY5NNPO>



Click the [link](#) or scan the code to let us know your questions or tell us your ideas and thoughts to make AbSSLC an even better place to live & work!



Shout Outs!

I wanted to give a shout out to the **Nursing Department** and any other contributing groups for the nurses annual Christmas party. It is something I personally look forward to every year and the thoughtful time that is put into making sure everybody has a gift is much appreciated. I know planning such an event for so many people has to be stressful but I speak for myself and many others I'm sure, when I say we appreciate it! Thank you all and Merry Christmas!

The entire Maintenance Department would like to give a humongous shoutout to **Micki (Meredith) Roberts & Shelli Treat**. They are always helpful with timekeeping questions and have helped many supervisors with off-boarding of staff, in CAPPs. I am afraid to even attempt such actions without their help. They help everyone with questions about leave times, coding, and time accrued from being on-call. I can only imagine how busy their day is. Thank you for all your knowledge and help with the CAPPs system, from everyone in the Maintenance Department.

A huge Shout Out to **Shae, Cindy & PJ** with Community Relations. Although there are lots of people involved in Christmas Lane, these ladies are the ones that make it happen each-and-every night. At least two of them are here each night to make sure things go well and on some nights, all three are here! All of this is in addition to the many other things they are doing to make Christmas a special time for the Individuals and staff. Thank you all!

Christmas Lane: Thank you to **each** and **everyone** of you that had a hand in making Christmas Lane a success for the 34th year! As with everything we do, it takes everyone to make it happen. Christmas Lane allows us the opportunity to invite the community out to our "neighborhood" and pass along our Christmas Spirit. **Maintenance** and **Security** play a HUGE roll to make Christmas Lane happen and keep everything up/running and powered on/off. **Recreation** decorates Quannah's Winter Wonderland. The **Lonestar Coffee/Tea House** let's us move in and take over. Displayers work hard to get their displays ready and up. **Cindy** works hard to get Volunteer slots filled and keep them filled. **PJ** works so hard to get displayer spots filled and keeps up with all the other things in between. **Cocoa Mark** keeps the concession stocked and keeps the hot cocoa flowing! **Kerry Belyeu** and

Billy Belyeu have worked so hard to refurbish, upgrade, and expand the train display and keep it running throughout the season. **Super David Payne** has helped at Christmas Lane each evening helping power on/off displays, keep the train chugging, and keeping the snow filled up (and fixing anything and everything that Shae freaks out about before she spins out of control). Of course, we couldn't and wouldn't want to do any of this without **Bill Gilliland, "Mr. Christmas Lane"** (currently serving on the Abilene Volunteer Services Council as our Past-President). And thanks to everyone who purchased a shirt and/or came out to Christmas Lane to work or visit! We are SO very thankful for each and every tire & foot that has come to campus for Christmas Lane! Merry Christmas!!

Great job to **everyone** who put Christmas Sing together (and changed the location at the last minute due to electrical difficulties). It was wonderful to see so many cheerful smiles and gather to sing! Great job everyone!

Thank you to the always amazing **Recreation Crew** for the beautifully decorated gym which staff and residents were able to visit. They work so hard, not only to make Christmas Lane happen, but also to make smiles bigger and brighter across campus, especially this time of year. They provide Christmas parties and gifts (thanks to the **VSC**), for residents as well as take people to look at Christmas Lights. They are such a blessing to Community Relations/Volunteer Services and the campus of AbSSLC! Thanks y'all!

Shout Out!

Have you seen someone do the above & beyond or just want to recognize great work?

It's easy to do a Shout Out!

- Email Jeff Goza with their name and your comments
- Text their name and your comments to 325.370.4525

Let's **Shout Out** and recognize others!