

# NCBA EPA SEE Program FAQ's



*Please refer to the NCBA SEE Handbook for any questions not listed.*

## **How do I complete my timesheet?**

Your timesheet is completed on  
FormKit.org  
<https://www.formkit.org/NCBA/Account/Login>

## **What happens if I encounter technical timesheet issues?**

Send an email with a description/screenshot of your issue to FormKit Support and cc' NCBA SEE Staff: [support@formkit.org](mailto:support@formkit.org)

## **Who do I speak to about my Enrollee Benefits?**

You will send an email to Marilyn Gerado with your question and cc' NCBA SEE Staff: [mgerardo@ncba-aging.org](mailto:mgerardo@ncba-aging.org)

## **How Can I Update My Personal Information?**

You may email NCBA SEE Staff directly and a Change of Enrollee Data Form will be emailed to you electronically. You may also go on NCBA website and download the form and send via email:  
<https://ncba-aging.org/enrollee-information/>

## **How Can I Update My Monitor?**

You may email NCBA SEE Staff directly and a Change of Monitor Data Form will be emailed to you electronically. You may also go on NCBA website and download the form and send via email:  
<https://ncba-aging.org/enrollee-information/>

## **What do I need to do if I resign or are terminated from the SEE PROGRAM?**

You will follow regular resignation requirements & complete the Separation Checklist with EPA which will be submitted to NCBA. See NCBA Website for the SEE Handbook Process

## **I need to change my work schedule (permanently or temp.)**

Any schedule changes will be documented in writing using the Change of Work Schedule Form and sent to NCBA.

## **When are Timesheets Due?**

Once timesheets have been signed by Monitor's they should be automatically submitted electronically to NCBA's office by 12:00 noon Wednesday.