



FACT SHEET: Fiscal Management Service (FMS)

What is a Fiscal Management Service (FMS)?

A FMS is an organization that helps you to implement your individual budget for services. The FMS will assist you to use the money you get from DDA to pay for the services and supports you need. The FMS is not a service provider, and is not able to make decisions about the amount or type of services you receive. Instead, the FMS helps you to manage the funds for the supports that have already been approved in your plan and budget.

The Fiscal Management Service will:

- Act a lot like a bank for your budget;
- Help you with paperwork and insurance so you can hire your own staff;
- Pay for your services out of your individual budget and make sure that the services you buy are in approved in your plan;
- Monitor your budget and provide you (and DDA and others) with detailed monthly statements (like a bank statement) to let you know if you are spending what you have budgeted;
- Pay for your services within 10 days once they receive an invoice or timesheet;
- Verify that the employees you choose have the training they need and have criminal background checks¹;
- Help you get criminal background checks on people you'd like to hire;
- Establish and maintain a toll-free number so you can call when you have problems.

If you have problems or concerns with your FMS, you should report them immediately to the DDA Regional Office.

¹ Employees may begin work while a criminal background investigation is pending on a probationary basis. First aid/CPR must be completed before work begins. Individualized training can be on the job.

DEVELOPMENTAL DISABILITIES ADMINISTRATION

NEW DIRECTIONS

*Maryland's Independence Plus Waiver
For Individuals with Developmental Disabilities*