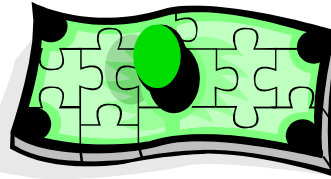


# FMS

Fiscal Management  
Service



## **WHO: Arc of Anne Arundel and MedSource**

- Information about both FMS providers will be available at each DDA Regional office and on the DDA website on an ongoing basis. The Regional *New Directions* Coordinator sends information about both FMS providers to the individual/family with the planning packet and “OK to begin” letter.

## **WHAT:**

- Manages funds for *New Directions* participants
- Assists individual/family to fulfill employer responsibilities by setting up employment forms and deductions, paying taxes, unemployment, workman’s comp, etc. on behalf of the individual/family
- Pays employees of *New Directions* participant
- Pays bills
- Produces and disseminates a budget statement each month
- Verifies provider qualifications
- Secures criminal background checks on providers
- Provides no other services to the *New Directions* Participant

## **WHERE:**

- Both MedSource and Arc of Anne Arundel provide services statewide.
- Initial interactions may be in person with much of the ongoing day-to-day business being handled through phone, e-mail, fax and mail. Necessary meetings will be arranged at a time and place convenient to meet the needs of the *New Directions* participants who employ the FMS.
- Both have 1-800 phone numbers.

## **HOW:**

- It is strongly suggested that individuals/families meet with each of the providers to find the best “fit.” It is then up to the individual/family, with any desired assistance from the Resource Coordinator and Support Broker, to make the choice.
- The individual/family will notify the FMS of their choice and plan for that expense during the development of the *New Directions* Individual Plan & Budget.
- The FMS receives a copy of the award letter after it is signed by the DDA Director. Upon receipt of that letter the FMS works with the individual/family to set up all the necessary paperwork, provide any necessary/desired education and begin managing funds on their behalf.
- The FMS provider will begin work when they receive the award letter and copy of the approved *New Directions* Individual Plan & Budget.
- Each FMS will receive funds from DDA headquarters based upon the *New Directions* Individual Plan & Budgets for the individuals for whom they provide FMS services. The FMS will receive reimbursement for all criminal background checks completed on behalf of *New Directions* participants. That expense will not be charged to/included in the individual’s budget. The FMS will be responsible for the federal billing of all waiver services.