



The Arc of  
the Central Chesapeake  
Region

Fiscal  
Management Services

### Payroll Services cont'd:

- ◆ We will secure criminal background checks for participants employees
- ◆ We will issue payment for approved participants employees time sheets on a bi-weekly basis.

### Vendor Services are:

- ◆ The Arc will make payments to qualified vendors with proof of services being rendered.
- ◆ The Arc will assist with gathering the Request for Tax Payer Identification Number and Certification (W-9)
- ◆ The Arc will process 1099's for all vendors paid during the calendar year
- ◆ The Arc will process and issue payment within 10 days of receipt of approved vendor invoice.
- ◆ The Arc will not advance any payments.

### Contact Information

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For over 40 years, The Arc of the Central Chesapeake Region has been a pioneer in support services. Like all Arc's, we began by providing advocacy and education to individuals and/or families. As individuals and/or families needs changed along with demands for a wider variety of services, The Arc of the Central Chesapeake Region has expanded its array of services to include:

Family Support Services  
Respite Services  
Individual Support Services  
Rolling Access  
Employment Services  
Family Managed Services  
Residential Services  
Community Supported Living Arrangements  
Community Supports For Children  
More Doors To Open  
MicroEnterprise Network  
Fiscal Management Services  
Hispanic Outreach



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As The Arc has evolved over the last 40 plus years, so have the needs of individuals and families. These changing needs along with the self-determination movement have a significant impact on the delivery of services to individuals and/or families.

As a provider of FMS services for over a decade, The Arc has extensive knowledge of Federal, State tax, labor, unemployment, and worker's compensation rules and regulations pertaining to the employment of household/domestic service employees along with Federal and State requirements that must be met to be a fiscal agent in Maryland. In addition, we have witnessed the empowerment of people with developmental disabilities when they have more control over their lives.

We are proud to be a part of a program that promotes self-determination and places the control and power with individuals and/or families to meet their own needs by managing all available community resources. The Arc embraces this movement towards self-directed services and are excited about the opportunity to provide Fiscal Management Services to individuals and/or families with a developmental disability.



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### General Services are:

- ◆ The Arc will verify payroll and/or vendor expenditures are authorized in the participants individual budget.
- ◆ The Arc is not authorized to remit payments to unapproved employees and/or vendors not in the participants individual plan.
- ◆ The Arc will issue an expense statement on a monthly basis to participant, Resource Coordinator and Regional Office 30 days after the end of the month.
- ◆ The Arc will not provide direct services, Resource Coordination and/or Support Brokerage.

### Payroll Service are:

- ◆ We will assist the participant with applying for Employer Identification Number (EIN, SS-4)
- ◆ We will function as the Employer Agent, form 2678.
- ◆ We will maintain confidential employee files
- ◆ We will verify employees meet minimal and/or essential trainings Requirements. (CPR/1st Aid, Legally issued driver's license)



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### Payroll Service Cont'd are:

- ◆ We will assist with the completion of new hire packet for participants employees, which includes I-9, W-4, Maryland Withholding Exemption Allowance(MW-507), Earned Income Credit (EIC) and Maryland New Hire Registry.
- ◆ The Arc as Employee Agent, holds unemployment and workmen's compensation insurance for all participants employees. **This cost is calculated as a % of earned wages as a separate line item expense. This is not included in the FMS monthly fee.**
- ◆ We will submit all required reports, withholding and payment actions according to federal and state tax laws and regulations. This will include payment of Federal and State withholding, FICA, Federal and Maryland Unemployment and Workmen's Compensation premiums as required by law. In addition, we will complete forms 941, 940, W-2 and W-3. These forms will be submitted to the IRS and copies will be provided to the participants employees.

**The Arc of the Central Chesapeake Region, Inc.**

**Fiscal Management Services**

Calculating your Fiscal Management Services monthly and annual fees. The Arc broke down the service fees into three categories; General, Vendor and Payroll. Depending on the type and the amount of vendors and/or employees will determine your monthly service fee.

<b>Service Fee Item</b>	<b>Cost Per Month</b>	<b>Monthly Fee Calculation</b>	<b>Annual Fee Calculation</b>
General Services: (Financial Statements, Department Codes are a few examples)	45.00		-
Total General Services		-	-
<b>Vendor Services: (choose the one that will represent your needs for the coming year)</b>			
1-2 vendors used during the year	30.00		-
3-10 vendors used during the year	60.00		-
11+ vendors used during the year	90.00		-
Total Vendor Services		-	-
<b>Payroll Services: (choose the one that will represent your needs for the coming year)</b>			
1-2 active employees paid during the year	75.00		-
3-6 active employees paid during the year	160.00		-
7-10 active employees paid during the year	295.00		-
11-15 active employees paid during the year	400.00		-
15+there will be a \$25 fee per active employee over 15 paid during the year.			-
Total Payroll Services		-	-
<b>Total Fees for FMS services</b>		<b>-</b>	<b>-</b>

**Active means: the weighted average number of employees for the budgeted year.**

The FMS rates will be determined based upon a discussion with the participant and their team as it relates to the projected amount vendors and/or employees that he or she will need to implement their services. The rate may change if the projected number of vendors and/or employees change from the projected amount. Once the number of vendor and/or employees are finalized, the rate will remain the same for the contract year between the participant and The Arc. At the end of the contract year, The Arc will renegotiate the rate based upon the participants new projected number of employees and/or vendors

**The Arc of Anne Arundel County, Inc.**

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Calculating your Fiscal Management Services monthly and annual fees. The Arc broke down the service fees into three categories; General, Vendor and Payroll. Depending on the type and the amount of vendors and/or employees will determine your monthly service fee.

<b>Service Fee Item</b>	<b>Cost Per Month</b>	<b>Monthly Fee Calculation</b>	<b>Annual Fee Calculation</b>
General Services: (Financial Statements, Department Codes are a few examples)	45.00	45.00	540.00
Total General Services		45.00	540.00
<b>Vendor Services: (choose the one that will represent your needs for the coming year)</b>			
1-2 vendors used during the year	30.00		-
3-10 vendors used during the year	60.00	60.00	720.00
11+ vendors used during the year	90.00		-
Total Vendor Services		60.00	720.00
<b>Payroll Services: (choose the one that will represent your needs for the coming year)</b>			
1-2 active employees paid during the year	75.00		-
3-6 active employees paid during the year	160.00	160.00	1,920.00
7-10 active employees paid during the year	295.00		-
11-15 active employees paid during the year	400.00		-
15+there will be a \$25 fee per active employee over 15 paid during the year.			-
Total Payroll Services		160.00	1,920.00
<b>Total Fees for FMS services</b>		<b>265.00</b>	<b>3,180.00</b>

Above is an example of what it would cost for a participant that has 3-10 vendors being paid and 3-6 active employees being paid during the year. This may not represent each individual cost because each situation is unique.