

For over 55 years, The Arc 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 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
- Micro-Enterprise Network
- Fiscal Management Services
- Hispanic Outreach



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Self Directed Fiscal Management Services

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As The Arc has evolved over the last 55 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 15 years, 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 is excited to provide Fiscal Management Services to individuals and/or families with intellectual and developmental disabilities and their families.



General Services:

- Verify payroll and/or vendor expenditures are authorized in the participants individual budget.
- No payments to unapproved employees and/or vendors not in the participants individual plan.
- 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 service, resource coordination and/or support brokerage.

Vendor Services:

- Make payments to qualified vendors with proof of services being rendered
- Assist with gathering the request for tax payer identification number and certification (W-9)
- Process 1099's for all vendors paid during the calendar year
- Process and issue payment within 10 days of receipt of approved vendor

Payroll Services:

- Assist the participant with applying for Employer Identification Number (EIN, SS-4)
- Function as the Employer Agent, form 2678.
- Maintain confidential employee files
- Verify employees meet minimal and/or essential trainings
- Assist with the completion of new hire packed to participants, employees, which includes I-9, W-4, Maryland withholding (MW 507), earned income credit (EIC) and Maryland new hire registry.
- Hold unemployment and workman's compensation insurance for all participants employees. This cost is calculated as a percentage of earned wages as a separate line item expense. This is not included in the FMS monthly fee.
- 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 workman'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.
- Secure criminal background checks for participants employees.
- Issue payment for approved participants employees time sheets on bi-weekly basis.

