



The Arc Central Chesapeake Region Fiscal Management Services

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FMS Leadership Team Contact Information

CONTACT	TITLE	ROLE	EMAIL	PHONE
Tracy Davis	Director of Fiscal Management Services (FMS)	Provides technical assistance and quality assurance across the program	tdavis@thearcccr.org	410.253.1302
Kim Starrett	FMS Transition Manager	Initial contact; Provides Participant transition and enrollment assistance	kstarrett@thearcccr.org	443.924.4477
Patricia Dicus	FMS Accounts Payable Manager	AP (vendor payment) processing and questions	pdicus@thearcccr.org	410.990.1923
Peggy Swift	Acting FMS Payroll Manager	Payroll processing and questions	pswift@thearcccr.org	410.990.1909

Useful Resources

EMAIL	FMS FUNCTION
FMS@thearcccr.org ; FMSTimesheets@thearcccr.org	Timesheets, SB documentation, payroll questions/issues (please note: both emails work and suit the same purpose)
FMSNewHirePackets@thearcccr.org	All new hire paperwork, training certifications and background check correspondence; employment verifications
FMSParticipants@thearcccr.org	Participant-related documentation and information such as award letters, plans, all budget forms and employer forms
FMSEmployeeUpdates@thearcccr.org	Employee change forms and termination forms
FMSVendorA-L@thearcccr.org	Vendor payment requests for Participants with last names A-L
FMSVendorM-Z@thearcccr.org	Vendor payment requests for Participants with last names M-Z
FMSMileage@thearcccr.org	Mileage reimbursement requests
WEBSITE	FMS FUNCTION
www.thearcccr.org/programs-and-services/self-directed-fiscal-management-services/	The Arc CCR's website for all self-directed FMS information and forms. Be sure to check for fillable forms and updates!