



The Arc Central Chesapeake Region Fiscal Management Services

931 Spa Road, Annapolis, MD 21401

	Local	Toll-Free
FMS Phone:	410.269.1883	866.252.6871
FMS Fax:	410.269.0034	888.272.2236
Alt Fax:	410.269.0091	

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
Maire Duncan	FMS Coordinator - Intake and Utilization	Provides assistance with Participant enrollment and reviewing utilization	mduncan@thearcccr.org	443.926.3719
Patricia Dicus	FMS Accounts Payable Manager	AP (vendor payment) processing and questions	pdicus@thearcccr.org	410.990.1923
Peggy Swift	FMS Payroll Manager	Payroll processing and questions	pswift@thearcccr.org	410.990.1909

Useful Resources

EMAIL	FMS FUNCTION
FMSParticipants@thearcccr.org	All Participant-related documentation including plans, budgets, award letters and enrollment forms and inquiries **ALL REQUESTS TO INITIATE SERVICES**
FMSNewHirePackets@thearcccr.org	All new hire paperwork, training certifications and background check correspondence; employment verifications for employees
FMS@thearcccr.org ; FMSTimesheets@thearcccr.org	Timesheets, SB documentation, payroll questions/issues (please note: both emails work and serve the same purpose)
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
WEBSITES	FMS FUNCTION
www.thearcccr.org/programs-and-services/self-directed-fiscal-management-services/	The Arc CCR maintains a webpage for all self-directed FMS information and forms. Be sure to check for fillable forms and updates!
https://dda.health.maryland.gov/Pages/Self-Determination.aspx	Maryland Dept of Health - Developmental Disabilities Administration (DDA) webpage for Self-Determination and Self-Directed Services