



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:	410.384.4015	

FMS Leadership Team Contact Information

CONTACT	TITLE	ROLE	EMAIL	PHONE
Tracy Davis	Director of Fiscal Management Services (FMS)	Oversees all processes, policies, and systems	tdavis@thearcCCR.org	443.808.1921
Patricia Dicus	FMS Accounts Payable Manager	AP (vendor payment) processing and questions	pdicus@thearcCCR.org	443.808.1917
Cherlyn Ihedioha	FMS Manager of Financial Reporting	Review/processing of participant budget documentation	cihedioha@thearcCCR.org	443.808.1919
Maire Duncan	Manager of FMS Special Projects	Participant enrollment and stakeholder outreach	mduncan@thearcCCR.org	443.808.1915 C:443.926.3719
Paulita Robinson	FMS Payroll Manager	Payroll processing and inquiries	probinson@thearcCCR.org	443.808.1923

Frequent FMS Contacts

CONTACT	TITLE	ROLE	EMAIL	PHONE
Karen Bradbury	FMS Intake Coordinator	Facilitates and processes all new participant enrollments	kbradbury@thearcCCR.org	443.808.1916 C:443.924.4477
Jherica Burgess	FMS Employee Relations Specialist	Employee outreach, special tax exemptions and inquires	jburgess@thearcCCR.org	443.808.1925
Peggy Swift	FMS Payroll Administrative Specialist	New employee hire packets, background checks, and review of certifications	pswift@thearcCCR.org	443.808.1924

FMS Mailboxes for Processing

	FMS FUNCTION
FMSParticipants@thearcCCR.org	All Participant-related documentation including plans, budgets, award letters, SB agreements and enrollment forms/inquiries **ALL REQUESTS TO INITIATE SERVICES**
FMSStatements@thearcCCR.org	Statement questions/issues and planning team email updates
FMSNewHirePackets@thearcCCR.org	All new hire paperwork, training certifications and background check correspondence; employment verifications for employees
FMSTimesheets@thearcCCR.org	Timesheets and SB payroll documentation (PLEASE NOTE: FMS@thearcCCR.org is discontinued)
FMSEmployeeUpdates@thearcCCR.org	Employee change forms and termination forms
PaycomHelp@thearcCCR.org	Paycom-related questions or requests for assistance
FMSVendorA-L@thearcCCR.org	Vendor payment requests and 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



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Important Self-Direction Web Links

WEBSITES	FMS FUNCTION
www.thearcccr.org/programs-and-services/self-directed-fiscal-management-services/	The Arc CCR maintains a webpage for all self-directed 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
https://dda.health.maryland.gov/Pages/sdforms.aspx	Maryland Dept of Health - Developmental Disabilities Administration (DDA) webpage for Self-Directed Services Forms