

## Understanding Support Broker Requirements

When you change your Support Broker, we as the FMS provider will need to be made aware of your change. The information we need in order to make the necessary updates is based on how the Support Broker will be paid. Support Brokers can be employees, unpaid employees (often a family member), or individual/agency vendors. The Support Broker should be aware of the documentation necessary for set up and payment.

Support Broker Types and Payment		
Type of Support Broker	Paid by What Means	FMS Dept Process
Employee	Wages	Payroll
Unpaid	NA	Payroll
Individual or Agency	Vendor Payment	Accounts Payable

### All Types - Required Documentation:

- Regardless of the type of Support Broker, whenever there is a change, the FMS will need an updated Waiver [Self-Directed Services Agreement](#). The agreement should be completed and submitted along with the rest of the required paperwork. Sometimes we receive this form from DDA, but we can accept the form from any team member.

### Employee - Required Paperwork:

- Support Brokers being hired as employees must fulfill all of the same paperwork requirements as an employee.
- The new hire packets includes the following forms and should be submitted to the Payroll Dept. at [FMSNewHirePackets@thearcccr.org](mailto:FMSNewHirePackets@thearcccr.org).
  - [Employee Payroll Form](#) - service code and salary must be on the form
  - [Background Check](#) (2 pages)
  - Current Support Broker Certificate
  - [Employee Statement](#)
  - [I-9](#) 2 pages)
  - [W-4](#) (remember marital status and allowance)
  - [MW-507](#) (remember marital status and allowance)
  - [New Hire Registry Reporting Form](#)
  - [Direct Deposit Application](#) (including voided check or bank letter)
  - [Special Tax Exemptions](#) (to identify employment or income tax exemptions based on a qualifying familial relationship or live in the participant's home)



**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	

**Unpaid Support Broker - Required Paperwork:**

- Unpaid employees, most typically family members, are also processed by the Payroll Dept.
- The following forms are required to be submitted to [FMSNewHirePackets@thearcccr.org](mailto:FMSNewHirePackets@thearcccr.org).
  - [Employee Payroll Form](#) - only used for data purposes
  - [Background Check](#) (2 pages)
  - Current Support Broker Certificate
  - [Employee Statement](#)

**Individual or Agency Vendor Required Paperwork - Required Paperwork:**

- Vendor (individual or agency) Support Brokers are paid through our Accounts Payable process.
- The following forms are required to be submitted to [FMSNewHirePackets@thearcccr.org](mailto:FMSNewHirePackets@thearcccr.org).
  - [Employee Payroll Form](#) - only used for data purposes
  - [Background Check](#) (2 pages)
  - Current Support Broker Certificate
  - [W-9](#) (unless a current copy is already on file for the agency)

**Support Broker Billing:**

- All Support Broker billing (both Payroll and Vendor paid) must include the [Support Broker billing documentation](#).
  - If submitting to Payroll, the Support Broker is required to submit a [Timesheet](#).
  - If submitting to Accounts Payable, the Support Broker is required to submit a [Vendor Payment Request Form](#).
- Submittal:

EMAIL	FMS FUNCTION
<a href="mailto:FMSTimesheets@thearcccr.org">FMSTimesheets@thearcccr.org</a>	Timesheets and SB payroll documentation (PLEASE NOTE: <a href="mailto:FMS@thearcccr.org">FMS@thearcccr.org</a> is discontinued)
<a href="mailto:FMSVendorA-L@thearcccr.org">FMSVendorA-L@thearcccr.org</a>	Vendor payment requests for Participants with last names A-L
<a href="mailto:FMSVendorM-Z@thearcccr.org">FMSVendorM-Z@thearcccr.org</a>	Vendor payment requests for Participants with last names M-Z



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## An Important Note:

- We encourage employee and vendor documents to be submitted as soon as possible in order to allow sufficient time for background checks and processing.
- Please refer to [The Arc CCR Self-Directed Services webpage](#) for access to all forms and documents.

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