



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
VACANT	FMS Payroll Manager	Payroll processing and inquiries	NA	NA

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 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