



Fiscal Management Services (FMS)

Contacts & Resources

931 Spa Road, Annapolis, MD 21401

	<u>Local</u>	<u>Toll-Free</u>
FMS Phone:	410.269.1883	866.252.6871
FMS Fax:	410.269.0034	888.272.2236
	Self-Directed Service (SDS) Webpage	

Leadership Team Contact Information

CONTACT	TITLE	ROLE	EMAIL	PHONE
Tracy Davis	Director of FMS	Oversees programmatic quality, compliance and stakeholder outreach	tdavis@thearcCCR.org	443.808.1921
Narkai Kamara-Tate	Controller	Oversees processing of Payroll, AP and Financial Reporting	nkamara-tate@thearcCCR.org	410.384.4131
Patricia Dicus	Accounts Payable Manager	AP (vendor payment) processing and questions	pdicus@thearcCCR.org	443.808.1917
Cherlyn Ihedioha	Manager of Financial Reporting	Review/processing of participant budget documentation	cihedioha@thearcCCR.org	443.808.1919
Patricia Bishop	Interim Payroll Manager	Payroll processing, escalated inquiries, special tax exemptions, employee injury reporting and garnishments	pbishop@thearcCCR.org	443.808.1923
Jherica Burgess	Assistant Payroll Manager		jburgess@thearcCCR.org	443.808.1925 C:443.699.3367
Karen Bradbury	Intake & Engagement Specialist	Facilitates and processes all new participant enrollments	kbradbury@thearcCCR.org	443.808.1916 C:443.924.4477

Frequent Contacts

CONTACT	TITLE	ROLE	EMAIL	PHONE
New Hire Packet Processing	Payroll Team	New employee hire packets, background checks, and review of certifications	FMSNewHirePackets@thearcCCR.org	443.808.1924
Employee Updates Processing		Employee change forms and termination forms	FMSEmployeeUpdates@thearcCCR.org	410.777.5093
Paycom Help		Electronic time submittal questions or requests for assistance with the system	PaycomHelp@thearcCCR.org	410.384.4560

Mailboxes for Processing

EMAIL ADDRESS	FUNCTION
FMSParticipants@thearcCCR.org	All Participant-related documentation including plans, budgets, award letters, SB agreements and enrollment forms/inquiries **ALL REQUESTS TO INITIATE SERVICES**
FMSTimesheets@thearcCCR.org	Timesheets and SB payroll documentation (PLEASE NOTE: FMS@thearcCCR.org is discontinued)
FMSPayroll@thearcCCR.org	Payroll inquiries, missed payments; employment verifications
FMSNewHirePackets@thearcCCR.org	All new hire paperwork, training certifications and background checks correspondence



Fiscal Management Services (FMS) Contacts & Resources

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

[Self-Directed Service \(SDS\) Webpage](#)

FMSEmployeeUpdates@thearcCCR.org	Employee change forms and termination forms
PaycomHelp@thearcCCR.org	Electronic time submittal questions or requests for system assistance
FMSStatements@thearcCCR.org	Statement questions/issues and planning team email updates
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

Important Self-Direction Web Links

WEB LINK	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
http://www.md-council.org/	Maryland Developmental Disabilities Council