

Leadership Team Contact Information

CONTACT	TITLE	ROLE	EMAIL	PHONE
Tracy Davis	Director of FMS	Oversees enrollment, program quality, compliance and stakeholder communications	tdavis@thearcCCR.org	443.808.1921
Narkai Kamara-Tate	FMS Controller	Oversees processing of Payroll, AP and Financial Reporting	nkamara-tate@thearcCCR.org	410.384.4131
Patricia Dicus	Accounts Payable Manager	AP (vendor payment and mileage) processing and questions	pdicus@thearcCCR.org	443.808.1917
Meg Hayes	Financial Reporting Manager	Manages tracking and processing of participant budgets and modifications; statement dissemination; budget monitoring	mhayes@thearcCCR.org	443.808.1919
Jherica Burgess	Payroll Manager	Addresses escalated inquiries, special tax exemptions, employee injury reporting and garnishments; Manages payroll processing	jburgess@thearcCCR.org	443.808.1925
Keshia LeBlanc	Assistant Payroll Manager	Manages payroll processing, payroll inquiries, verifications of employment and unemployment claims	kleblanc@thearcCCR.org	443.808.1923
Taylor Johnson	Employee Relations Specialist	Reviews and processes new hire packets, ensures new hire compliance, addresses onboarding inquiries	tjohnson@thearcCCR.org	410.777.5093
Karen Bradbury	Intake & Engagement Specialist	Facilitates and processes all new participant enrollments, provides Support Broker training and general program info	kbradbury@thearcCCR.org	443.808.1916 C:443.924.4477

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
FMSPayroll@thearcCCR.org	Payroll inquiries, missed payments; employment verifications; Timekeeping Selection Forms
FMSNewHirePackets@thearcCCR.org	All new hire paperwork, training certifications and background checks correspondence
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



Fiscal Management Services (FMS) Contacts & Resources

931 Spa Road | Annapolis, MD 21401

FMS Phone: 1.866.252.6871 | FMS Fax: 1.888.272.2236

[The Arc CCR's Self-Directed Service \(SDS\) Webpage](#)

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