SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual	Section: SERVICES
	Subject: Financial Management Services

References: ***ARM: 37.40.1423***

DEFINITION

This service provides financial, employer, payroll and related functions for the member/personal representative. These services assure that the funds to provide services and supports outlined in the individual service plan are implemented through a self-directed approach and are managed and paid appropriately as authorized. This is a mandatory service for all consumer directed BSB option waiver participants.

The Financial Manager (FM) acts as the common law employer (employer of record) and the member acts as the managing employer.

REQUIREMENT

An FM Agency must complete the Community Services Bureau (CSB) mandatory training and pass a readiness review performed by CSB prior to receiving formal certification as an FM agency.

RESPONSIBILITIES

Since the FM is the employer, this entity is responsible for all employee related expenses and liability risks that may be incurred if a worker's compensation or unemployment claim is filed.

Specific responsibilities include:

Consumer Enrollment:

1. Accept referrals from members or personal representatives to process the employment packets;
2. Prepare and distribute application packages that are clear and easy for potential employees to understand and follow; and
3. Provide counseling and technical assistance regarding the role of the FM Agency to the member, their personal representative, and others.

Individual employed to provide services:

1. Process employment application package and documentation for prospective individual to be employed (as agency employee);
2. If member requests, complete criminal background checks on prospective workers and main results on file;
3. Establish and maintain record for each individual employed and process all employment records;
4. Withhold, file and deposit FICA, FUTA, and SUTA taxes in accordance with federal IRS and DOL, and state rules;
5. Process all judgments, garnishments, tax levies, or any related holds on a worker as required by local, state and federal laws;
6. Generate and distribute IRS W-2s and/or 1099s, wage and tax statements, and related documentation annually to all member-employed providers who meet the statutory threshold earnings amounts during the tax year by January 31;
7. Withhold, file and deposit federal and state income taxes (if applicable) in accordance with federal IRS and State Department of Revenue Services rules and regulations; and
8. Administer benefits for member-employed providers (if available).

Payroll and Accounting:

1. Generate payroll checks in a timely and accurate manner as approved in the consumers SSSP, and in compliance with all federal and state regulations;
2. Develop a payment method for invoices and monitoring expenditures against the SSSP for each member;
3. Receive, review, and process all invoices from individuals, vendors, or agencies providing member-directed goods or services as approved in the member's SSSP authorized by the Department;
4. Process and pay non-labor related invoices;
5. Generate utilization reports along with payroll reflecting accurate balances for members, personal representatives, IA, RPO and the Department.

Management:

1. Execute provider agreements with any individual or entity that will be reimbursed with Medicaid waiver funding;

2. Establish and maintain all member records with confidentiality, accuracy, and appropriate safeguards;
3. Respond to call from members or personal representatives and employees regarding issues such as withholdings and net payments, lost or late checks, reports and other documentation;
4. File claims through Xerox for member-directed goods and services and prepared checks for individually hired workers; and
5. Generate service management and statistical information and reports.

LIMITATIONS

This service is only available to members participating in the BSB option.