



NORTH BAY REGIONAL CENTER- MEMORANDUM

DATE: 9/27/11
TO: POTENTIAL APPLICANT VENDORS TO PROVIDE FISCAL MANAGEMENT SERVICES
CC: NBRC BOARD, NBRC WEBSITE, NBRC VENDOR ADVISORY COMMITTEE, NBRC CASE MANAGEMENT, FISCAL
FROM: LAURA CEPOI, COMMUNITY SERVICES
RE: FINANCIAL MANAGEMENT SERVICES NEEDED

Recruitment of vendors for new service code 490:

Financial Management Service Fiscal/Employer Agent (FMS F/EA) means the vendored entity that functions as the adult consumer's agent or family member's agent in performing payroll duties according to IRS regulations, processing payments for the reimbursement of goods and services, and performing other employer responsibilities that are required by federal and state law. Under this arrangement the adult consumer or family member is the legal employer.

Recent emergency regulations direct regional centers to recruit Fiscal Management Services to provide payroll services to participant directed services. These services had previously been covered under "vouchered" services and included reimbursement for day care, nursing, and transportation. Respite services will continue to be met through our Employer of Record service and will not be affected by these changes. To meet federal waiver requirements those "vouchered" services will now be converted to participant directed services for those consumers that qualify. NBRC has approximately 400 families/consumers requiring these services, rate of payment for these services are as follows:

- \$45.00/per consumer per month for one service
- \$70.00/per consumer per month for two or three FEA services;
- \$95.00/per consumer per month for one to four FEA services

To qualify, the FMS applicant must meet general vendorization requirements, per California Code of Regulations, Title 17, section 54310 & 54326, and 58887. Interested applicants should submit a letter of interest with a description of the services that they would be offering and submit a resume or work history summary that addresses demonstrated experience (5 years) and knowledge of fiscal management practices to:

Laura Cepoi, NBRC, 10 Executive Ct., Napa, CA 94558.

(b) FMS F/EA – Service Code 490.

- (1) A regional center shall classify an applicant as an FMS F/EA if the applicant meets vendor requirements described in California Code of Regulations, Title 17, Sections 54310 and 54326, and demonstrates the ability, skills, and knowledge to carry out both the responsibilities in (a) above and the following additional requirements of an FMS F/EA to assist an adult consumer or family member functioning as an Employer:

- (A) For the purposes of processing payroll, apply for and obtain authorization under Section 3504 of the Internal Revenue Code to be an agent for each adult consumer or family member that the FMS F/EA represents;
 - (B) During the period from when the FMS F/EA makes application to the Secretary of the Internal Revenue Service (IRS) until receiving IRS approval, the FMS F/EA shall be responsible for applicable federal, state and local employment-related taxes and insurance; and
 - (C) Process payments for reimbursements to entities providing goods and services in accordance with applicable IRS regulations.
- (2) The FMS F/EA may process payroll for services provided by individual workers, and reimbursements for services provided by other entities.