

# BSW 713 Services: Big Sky Bonanza Financial Management Services (will be a new section #)

## DEFINITION

~~This service provides~~Financial Management Services provide 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.

~~This is a mandatory service for all members in the member-directed Big Sky Bonanza option. Big Sky Bonanza is the member-directed waiver option aligned with the Big Sky Waiver.~~

## SERVICE LIMITATIONS

~~This service is only available to members participating in the Big Sky Bonanza option.~~

## PROVIDER REQUIREMENTS

~~Financial Management Services are provided by a variety of entities that meet the provider qualifications for the service, including independent living centers, self-direct personal assistance services provider agencies, and case management provider agencies.~~

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

## PROVIDER RESPONSIBILITIES

Since the Financial Management Agency 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 Financial Management FM Agency to the member, their personal representative, and others.

~~3.~~

### Individual employed to provide services:

- ~~1-4.~~ Process employment application package and documentation for a prospective individual to be employed (as an agency employee);
- ~~2-5.~~ If member requests, complete criminal background checks on prospective workers and maintain results on file;
- ~~3-6.~~ Establish and maintain records for each individual employed and process all employment records;
- ~~4-7.~~ Withhold, file, and deposit Federal Insurance Contributions Act (FICA), Federal Unemployment Tax Act (FUTA), and State Unemployment Tax Act (SUTA) taxes in accordance with ~~F~~ederal Internal Revenue Service (IRS), ~~Federal and DOL~~ Department of Labor (DOL), and state rules, if applicable;
- ~~5-8.~~ Process all judgments, garnishments, tax levies, or any related holds on a worker as required by local, state, and federal laws;
- ~~6-9.~~ 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;
- ~~7-10.~~ 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~~
4. Administer benefits for member-employed providers (if available);

~~11.~~

### Payroll and Accounting:

- ~~1-12.~~ Generate payroll checks in a timely and accurate manner as approved in the ~~consumers~~ member's SSSP service plan (or self-direct spending plan?), and in compliance with all federal and state regulations;

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- 2-13. Develop a payment method for invoices and monitoring expenditures against the SSSP service plan (or self-direct spending plan?) for each member.
- 3-14. Receive, review, and process all invoices from individuals, vendors, or agencies providing member-directed goods or services as approved in the member's SSSP service plan authorized by the Department.
- 4-15. Process and pay non-labor related invoices.
- 5- Generate utilization reports along with payroll reflecting accurate balances for members, personal representatives, ~~IA~~independence advisors, ~~RPO~~regional program officers, and the Department.

16. \_\_\_\_\_

Management:

- 4-17. Execute provider agreements with any individual or entity that will be reimbursed with Medicaid waiver funding. (not included in ARM, and not checked in waiver application)
- 2-18. Establish and maintain all member records with confidentiality, accuracy, and appropriate safeguards.
- 3-19. Respond to calls from members or personal representatives and employees regarding issues such as withholdings and net payments, lost or late checks, reports and other documentation.
- 4-20. File claims ~~through Xerox~~ for member-directed goods and services and prepared checks for individually hired workers, ~~and~~.
- 5-21. Generate service management and statistical information and reports.

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**LIMITATIONS**

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

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