2.8	Enrolling Individuals/Families in a Fiscal Agent Model		Page 1 of 2
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Form(s): 520			

The Fiscal Agent Model facilitates employee wage and benefit payments for individuals who are hired by a family to provide individual/family support services under parent managed family supports.

Procedure

1. The **Support Coordinator** shall work with the individual/family to complete an Individual/Family-Centered Plan for each individual/family receiving services. The plan will identify the supports and services to be provided by the individual/family for the fiscal year.

2. Based on the Individual/Family-Centered Plan, the **Support Coordinator** will develop an "Allocation Plan" that will indicate the total amount of funds authorized for the individual/family for the fiscal year.

3. The individual/family and the **Support Coordinator** will complete and sign an "Allocation Form" that defines which services the individual/family intends to purchase with the allocation. A new allocation form must be completed and signed if the individual/family modifies how they intend to spend their funds. The individual/family and the **Support Coordinator** sign and maintain a copy of the completed form. The **Support Coordinator** forwards the signed copy of the fiscal agent who also signs it and returns it to the **Support Coordinator**. The signed form becomes the fiscal agent's authorization to disburse funds.

4. The fiscal agent distributes funds from the **Division** and the fiscal intermediary to the family support employee. Families are required to keep their expenditures within the amount allocated to them.

Employee Enrollment Process:

1. The individual/family is responsible to hire the employees they wish to employ.

2. The individual/family is responsible to complete and send to the fiscal agent the paperwork the fiscal agent requires in order to properly enroll the employee.

3. It is the individual/family's responsibility to negotiate the hourly wage and the benefit package, if any, with their employee(s) and communicate that information to the fiscal agent.

4. The fiscal agent is responsible to calculate the total cost to the individual/family to cover the employee's hourly wage, federal income tax, FICA/FUTA, state tax, unemployment insurance or other benefits such as paid holidays, sick leave, vacation or retirement, depending on what has been negotiated.

Payment Process:

1. The **Support Coordinator** is responsible to open the fiscal agent under the consumer's name with a 520 Billing **Form**.

2. At the end of each pay period, the individual/family will send a signed time care to the fiscal agent to verify hours worked for each employee.

3. The fiscal agent issues the paycheck for the employee(s).

4. The fiscal agent sends the individual/family a monthly report indicating the amount spent year to date (YTD) and the amount remaining in the account.

5. For respite, if an employee is scheduled to work six (6) hours or more a day, a daily rate must be negotiated rather than an hourly rate.