

Service Title:	Financial Management Services		
Service Definition (Scope):			
<p>The Department will offer financial management services through any qualified fiscal employer agent (FEA) provider through a provider agreement. FEA providers will complete financial consultation and services for a participant who has chosen to family-direct their services in order to assure that the financial information and budgeting information is accurate and available to them as is necessary in order for successful family-direction to occur. Once the participant or the participant's decision making-authority have entered into a written agreement, the FEA performs the following:</p> <p>A. Payroll and Accounting. Provides payroll and accounting supports to the participant that has chosen the family-directed community supports option;</p> <p>B. Financial Reporting. Perform financial reporting for employees of the participant;</p> <p>C. Financial Information Packet. Prepare and distribute a packet of information, including department approved forms for agreements, in order for the participant and family to hire their own staff;</p> <p>D. Time Sheets and Invoices. Process and pay timesheets for community support workers and support brokers, as authorized by the participant and parent/decision-making authority according to the participant's Department authorized support and spending plan;</p> <p>E. Taxes. Manages and processes payment of required state and federal employment taxes for the participant's community support worker and support broker;</p> <p>F. Payments for goods and services. Processes and pay invoices for goods and services, as authorized by the participant and parent/decision-making authority according to the participant's support and spending plan;</p> <p>G. Spending information. Provides participant and parent/decision-making authority with reporting information and data that will assist the participant and parent/decision-making authority with managing the individual budget;</p> <p>H. Quality assurance and improvement. Participate in department quality assurance activities to include routine reporting as described in IDAPA 16.03.13.</p> <p>FEA qualifications and requirements and responsibilities as well as allowable activities are described in Idaho Administrative Rules identified above.</p>			
Additional needs-based criteria for receiving the service, if applicable (specify):			
N/A			
Specify limits (if any) on the amount, duration, or scope of this service for (chose each that applies):			
x	Categorically needy (specify limits):		
	<p>Only participants who select the family-directed option may access this service. The FEA must not either provide any other direct services (including support brokerage) to the participant to ensure there is no conflict of interest; or employ the parent/decision-making authority of the participant or have direct control over the participant's choice.</p> <p>The FEA providers may only provide financial consultation, financial information and financial data to the participant and their parent/decision-making authority, and may not provide counseling or information to the participant and parent/decision-making authority about other goods and services.</p>		
	Medically needy (specify limits):		
Provider Qualifications			
Provider Type:	License:	Certification:	Other Standard:
Fiscal Employer/Agent			Agencies that provide financial management services as a FEA must be qualified to provide such services as indicated in section 3504 of the Internal Revenue Code and in accordance with the requirements outlined in the signed provider agreement with the Department

Verification of Provider Qualifications		
Provider Type	Entity Responsible for Verification	Frequency of Verification
Fiscal Employer/Agent	Department of Health & Welfare	At the time of application, as indicated by a readiness review to be conducted by the Department for all FEA providers and thereafter at least every three years by Department review.
Service Delivery Method		
<input checked="" type="checkbox"/>	Participant-directed	<input type="checkbox"/> Provider Managed