



# SELF-DETERMINATION PROGRAM - SERVICES

## FREQUENTLY ASKED QUESTIONS

### What are Financial Management Services, or FMS?

An FMS is the only required service for the self-determination program. An FMS helps participants and their families manage their budget, pay bills to vendors, and process payroll for support workers that are hired.

### What are the models of FMS?

There are three program models to choose from:

**Sole employer:** You will be the legal employer of any workers you hire. Mains'l will be your payroll agent and will pay employees directly as well as handle all payroll taxes. This model gives you the most control.

**Co-employer:** You and Mains'l jointly employ any support workers that you hire. You and Mains'l will share some of the employer responsibilities. You will still be responsible for choosing, hiring, scheduling and training your workers. Since employees are jointly employed with Mains'l, some Mains'l policies may apply to your employees.

**Bill Payer:** This model is chosen when your FMS is only responsible for paying bills for goods or services to businesses. Mains'l pays vendors for the items approved in your spending plan. This model is not used when you are directly hiring support workers.

### What makes Mains'l different from other FMS providers?

Mains'l has been providing FMS services for 20 years. We pride ourselves on our excellent customer service. With Mains'l, you have one point of contact to work with. One of our core values is collaboration and partnership. We want to work closely with you and with the regional center together so that everyone can be successful in this new program.

### What is the enrollment process?

Once you've chosen Mains'l as your provider, we'll start the process right away. Mains'l will send you a packet of forms to complete. This packet will also contain important information about Mains'l policies and the self-determination program. Any workers that you hire will also have paperwork to complete to be hired as your employee. Mains'l will provide you updates throughout the process on the status of your enrollment, so you are aware of what steps still need to be taken and when you're ready to begin.



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Other questions? Contact Stephanie at  
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### **Who is required to complete background check?**

Anyone receiving payment for providing direct personal care must complete a background check before they can begin working. This requirement also includes family members. Personal care includes assistance with dressing, grooming, bathing or person hygiene.

### **Who pays for the background check?**

The person providing care is responsible for the cost of the background check.

### **What services can I include my spending plan?**

All services in the spending plan should meet a goal and objective in the IPP. The services will be different for each person. There are three broad categories that services fall into: Living Arrangement; Employment and Community Participation; and Health & Safety. There are specific services within each category. A complete list with descriptions can be found on the DDS Self-Determination webpage.

### **Are there services that I can't include in my spending plan?**

A service that is already available from another funding source, such as schools or Medi-Cal, can't be included in the SDP spending plan. Also, only services that have been approved by the Centers for Medicare and Medicaid Services can be included. Finally, any service must meet one of the goals and objectives in the IPP.

### **What tools are available to help me monitor my spending plan?**

Mains'l will send a spending report to you after we've finished processing payroll and invoices for the previous month. This will tell you what has been spent and how much is still available in each spending category.

### **How are vendors paid?**

Vendors will need to complete a few forms to enroll with Mains'l. Once enrolled, they will be able to submit their invoices directly to Mains'l to be paid. Mains'l makes payments each Friday in most circumstances. For larger invoices, payment is made two weeks later.

### **How do my workers submit their timesheets?**

Mains'l uses an online timesheet portal. Each worker has their own login information to record their time. Each participant also has their own login information to review and approve timesheets for each pay period.