

## POSSABILITIES FISCAL SUPPORT ENTITY SERVICES

PossAbilities mission is to support individuals with disabilities and the elderly as active community participants. We believe that all people:

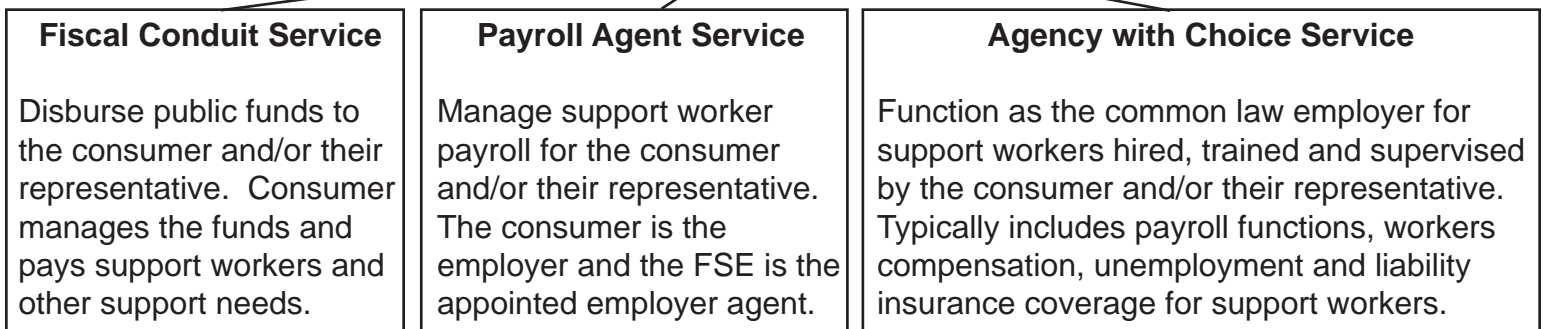
- have unique strengths, needs and potential for lifelong growth;
- are valued, contributing members of society;
- are entitled to community resources and;
- are entitled to make choices for achieving their own potential in an environment which supports their personal growth and development.

If you are using the Consumer Directed Community Supports (CDCS)\* service of the Medical Assistance (MA) waiver program and are interested in having more control over your supports, PossAbilities can offer you a variety of services to help you. These services include Fiscal Support Entity Services (FSE), Payroll Agent Services, Fiscal Conduit Services and Agency with Choice Services. If you are using CDCS waiver funding you must have a FSE. Through the FSE service you may choose whichever service or combination of services that gives you with the level of support you want in directing your supports.

### Fiscal Support Entity (FSE) Services

PossAbilities can provide you with FSE services if you live in Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha or Winona counties. As a Fiscal Support Entity PossAbilities is responsible for billing for goods and services you use, reporting to you what was billed each month and giving you information regarding CDCS services. As your FSE PossAbilities does not limit your choice of provider for other services. The FSE model PossAbilities offers is shown below.

### PossAbilities Fiscal Support Entity Service (FSE)



### Fiscal Conduit Services

PossAbilities' Fiscal Conduit Service will assist you by processing and paying invoices for goods and services authorized in your Community Support Plan. You manage support staff payroll functions yourself and submit invoices for goods or services to PossAbilities. The Fiscal Conduit Service provided by PossAbilities will then 'pay the bills' for you. This service offers you minimal support and gives you the greatest level of control over your supports.

Invoicing tasks PossAbilities provides include:

- Process and pay invoices for goods or services
- Maintain records for all waiver expenditures including vendor invoices, payroll summaries, etc.
- Provide you with monthly reports on budget expenditures

## Payroll Agent Services

PossAbilities' Payroll Agent Service will assist you in your efforts to direct your own supports by helping with payroll related tasks. You are considered the legal employer and will recruit, interview, hire, determine wages, schedule and supervise your own support workers. You are responsible for obtaining necessary insurance for your support workers. PossAbilities will refer you to possible sources of insurance coverage if requested. As the employer, you appoint PossAbilities with the authority to act as your agent in paying support workers and completing required governmental paperwork. This service offers you a high level of control and responsibility for your support workers.

Payroll related tasks PossAbilities provides for you include:

- Assistance in establishing you as an employer
- Verifying citizenship of support workers
- Completing Department of Human Services Background Checks on support workers if specifically requested
- Issuing pay checks to support workers
- Withholding and filing required employment taxes
- Submitting quarterly and annual IRS filings on your behalf
- Assistance in obtaining workers compensation insurance
- Provide you with monthly reports on budget expenditures

## Agency with Choice Services

With the Agency with Choice Service you recruit, interview, hire, determine wages, schedule and supervise your own support workers. The Agency with Choice then does specific employment related tasks for you. With this service you or your representative is considered the managing employer and PossAbilities is considered the employer of record for your support workers. This service offers you support while giving you a high level of control with your support workers.

Employment related tasks PossAbilities provides for you include:

- Verifying citizenship of support workers
- Completing Department of Human Services Background Checks and driving record checks on support workers
- Issuing pay checks to support workers
- Withholding and filing required employment taxes
- Providing workers compensation, unemployment and liability insurance for support workers
- Providing consultation on employment related issues as requested
- Provide you with monthly reports on budget expenditures

As an FSE PossAbilities will bill for services provided by PossAbilities Agency with Choice Service or for another Agency with Choice you want to use. You are not required to use PossAbilities as your Agency with Choice. A list of Agencies with Choice available in each county is attached.

Please note that PossAbilities may have a financial interest in the provision of CDCS in that PossAbilities also provides Day Training and Habilitation, Supported Employment, PCA Choice and MR/RC Waiver services. PossAbilities will provide you with a letter further explaining potential conflict of interest.

If you have any questions please feel free to contact PossAbilities Program Consultant at 507 281-6116.

## Rates for Fiscal Support Entity and Related Services

The following are the rates for Fiscal Support Entity (FSE) and related services offered through PossAbilities effective April 1, 2005.

<b>Service</b>	<b>Fee Amount</b>	<b>Payroll Costs</b>
Fiscal Conduit and FSE	\$60 per month	
Payroll Agent and FSE	\$60 per month plus monthly fee based on number of employees: <ul style="list-style-type: none"><li>• One employee - \$60</li><li>• Two employees - \$90</li><li>• Three or more employees - \$120</li></ul>	7.65% of payroll for FICA plus actual cost of workers compensation and unemployment
Agency with Choice and FSE	\$60 per month plus \$.70 per support worker hour	13% of payroll for FICA, unemployment, workers compensation and liability insurance
Flexible Case Management *	\$40 per hour	

*\* Cannot provide Flexible Case Management and direct services (including Agency with Choice) to the same individual*