



AGENCY WITH CHOICE

Financial Management
Services Agency with Choice

March 2025

A close-up photograph of a white tablet held by a person's left hand. The tablet screen is light blue and displays the words "LATEST UPDATE" in large, bold, black, sans-serif capital letters. A second hand, wearing a gold ring on the ring finger, points its index finger at the bottom right corner of the tablet screen. The background is a solid teal color.

**LATEST
UPDATE**

Timesheet Submission Process Revised

- Effective March 29, 2025, our internal payroll processing for AWC will finalize on Sundays. To comply with these regulations, timesheets must be submitted weekly, on Saturday 10am
- No late payrolls or exceptions - all timesheets received after the deadline will be processed during the next payroll cycle.

- Link to instructional video:
<https://www.youtube.com/watch?v=GVXcgJxRV30&feature=youtu.be>



Timesheet Submission Reminders

When completing your timesheet there is a case note requirement for Medicaid billing.

Timesheets Due every Saturday by 10:00 am

For individuals signing on as both the ME and SDE – A back up authorizer must be designated to sign off on timesheets

- As a provider of Financial Management Services, Agency with Choice must ensure that all claims are submitted within Medicaid's timely filing limits. In order to properly meet that requirement, effective June 1, 2024, going forward Agency with Choice will be implementing a deadline for timesheets and required documentation to be submitted no later than 300 days from the date a service has been provided.
- **Example:** An SDE provided Individual Supports on May 17, 2024. SDE's timesheet and required documentation must be submitted to Agency with Choice by March 13, 2025.
- Please note* When timesheets are submitted outside of the original pay period, it increases the risk for discrepancies to be present, which may cause delays in payments and claim submission. Therefore, it is imperative that timesheets be submitted as soon as possible and no later than 300 days from the date a service has been provided.





BEST PRACTICE

Timesheet Submission Best Practices



- Submit timesheets weekly
- If your shift ends mid week, submit your timesheets immediately – there's no need to wait
- Avoid last minute submissions / this helps prevent delays
- Use the PACE electronic timesheet system. It's faster, more efficient , easier to process
- Review for accuracy. Ensure all entries are correct before submission
- Follow submission guidelines. If using a paper timesheet, submit it in PDF format – image files (JPEG, ENG, etc.) will not be accepted

Timesheet Submission Review and Guidelines

- Service Date and Hours are properly recorded
- Strategy Code:
This summarizes the type of service delivery. Example: Assistance with Daily Living or ADL's
- Plan term dates are valid for the time period of submission
- Hours submitted are within the authorized hours identified in the plan of care
- Ensuring location codes are included with each timesheet submission / Location code
Examples: E – EVV, L- Live in, C- Community
- Case notes: Identify how the SDE supported the consumer during their shift in a few sentences
- Signatures: Both the ME and SDE signatures must reflect on each timesheet submission
- Shared Hours for Multiple SDE's working for 1 participant – SDE's should be in communication with their ME to manage this



New SDE Benefit!

Introducing... Dayforce Wallet!

A special offering for your SDEs (Self-Directed Employees), unique to working with Financial Management Services.

How it works:

- ***Get paid early:** 50% of your verified weeks' pay will be available up to 4-5 days prior to payroll for anyone submitting timely timesheets.
- Send pay directly to a debit card so you have immediate access to your funds.
- Pay can be accessed as early as Monday in the middle of the pay period.



*Please be advised timesheets must be submitted by Saturday 11:59pm with no errors for early payments to process.

Electronic app function will be available immediately and your card will be mailed to you within 7-10 business days once enrolled.

For assistance please contact:

 Dayforce Customer Service: 1-800-342-9167

For additional questions, please contact:

 AwC Customer Service: 1-800-471-3086



FMS Website

Our website supports DDD program participants under the Supports program and the Community Care Program or CCP, Managing Employers, Self-Directed Employees, Support Coordinators, Community Vendors and Support Brokers.

You can find all forms and resources located on our website visit.

<http://www.financialmanagementservices.org/>

FAQ's and Content

Spanish/English translated content

Direct Link to our electronic payroll system and documentation portal.

Goods and Service List: Approved vendors and contact information.



Contacts You Need to Know

AwC Customer Service Phone
Number 1+800-471-3086

AwC Time Sheet Submission
Fax 1+888-399-0427

AwC Fax Number
1+888-525-0415

AwC CSR Email
awccustomerservice@nj.easterseals.com

AwC Escalations
AWCADMIN@nj.Easterseals.com

AwC Time Sheet Submission Email
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THANK YOU

**Financial Management
Services** Agency with Choice

