



UNDERSTANDING AGENCY WITH CHOICE

Financial Management
Services Agency with Choice

May 2025

What is Financial Management Services with the Agency with Choice program?

Financial Management Services is the fiscal intermediary assisting with self-directed supports

- Is an organization that assists you in implementing your Individual Support Plan (ISP) and managing financial accountability and employer responsibilities.
- Some functions we offer are processing vendor and self-directed employee payments, handling tax requirements, labor law filings, and much more. In the AwC model, FMS is the employer, and you are a co-employer.



What is Self-Direction?

Self-Directed Services/Self-Direction is an approach to delivering home and community-based services (HCBS) offering increased choice and authority over how and from whom an individual receives their waiver services. The self-directed service delivery model is an alternative to more traditional provider-managed services. Self-direction provides an opportunity for participants to manage the organization of the supports and services they elect to receive, supported by their Support Coordinator through the person-centered planning process.

Role of Financial Management Services in AwC



ENSURE SELF-DIRECTED
EMPLOYEES (SDES) COMPLETE
AND SUBMIT BACKGROUND
CHECKS AND DRUG TESTING



ENSURE SDES COMPLETE ALL
APPLICABLE DDD-MANDATED
TRAININGS WITHIN THEIR
REQUIRED TIMEFRAMES



ISSUE PAYMENTS TO SDES
HIRED BY THE
INDIVIDUAL/AUTHORIZED
REPRESENTATIVE



ISSUE PAYMENTS TO
COMMUNITY VENDORS THAT
HAVE PROVIDED PRIOR
AUTHORIZED SERVICES TO THE
INDIVIDUAL



ENSURE APPROPRIATE SERVICE
DOCUMENTATION IS
SUBMITTED BY THE SDE AND,
WHEN APPLICABLE, THE
VENDOR



ENSURE SERVICES AND
SERVICE DOCUMENTATION
ALIGN WITH THE
INDIVIDUALIZED SERVICE PLAN
(ISP)



“Our staff has gained the experience and insight required to navigate an ever-changing disability service system here in NJ. No matter the change, Financial Management Services has persevered and continued to provide top-tier services to our program participants. This makes us the perfect partner to support you and yours, so you make the most of the disability services in New Jersey.”

Services that can be provided by a **SELF-DIRECTED EMPLOYEE**

- Community Based Supports
- Individual Supports
- Interpreter Services
- Respite
- Supports Brokerage
- Transportation

Services that can be provided by a **COMMUNITY VENDOR**

- Goods & Services
- Assistive Technology
- Environmental Modifications
- Vehicle Modifications

Dually Enrolled

No Problem!

Financial Management Services: Agency with Choice

- Supports are paid out of your budget
- Rate/Hours are determined by individuals and families, and discussed with the support coordinator
- Referrals are done through I-record and can be sent directly in as a backup
- Co-employer Model

PPP- Personal Preference Program

- Not funded through the DDD budget.
- Funded through medical insurance Hours
- and rate decided by PCA
- Referral and intake done with NCM



Once Agency with Choice receives the FI referral the Onboarding process is initiated



Warm Welcome email and Managing employer guide is sent to the (ME)



Each family Enrolled into our program will be assigned to an Enrollment Specialist to fully support them throughout the process – We offer virtual and in person assistance



Intake call within 24/48 hours of referral receipt



SC and AWC specialist should discuss Vendor transfer etc. prior to billable rate and draft submission.

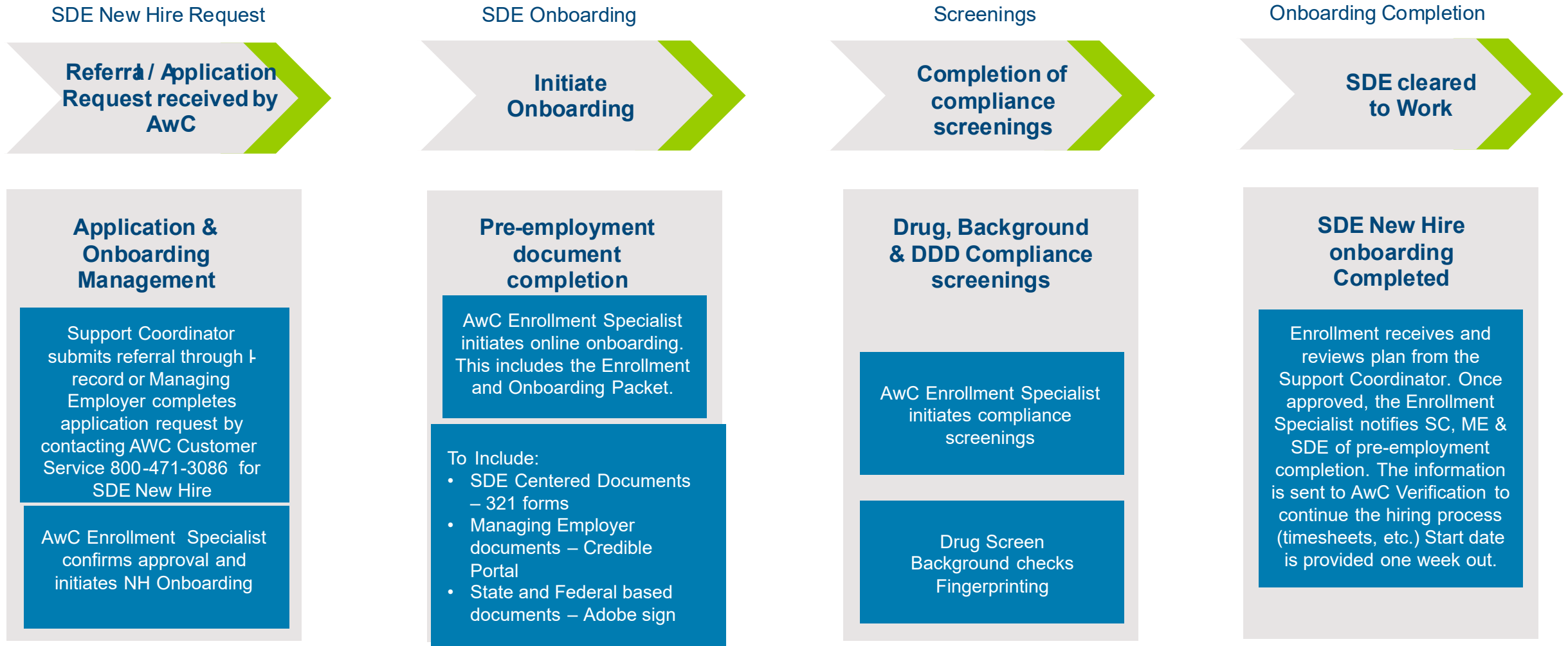


SC to review the budget/hours/rate/PMPM impact on Individualized service plan early in the process. This is to ensure families are aware of budget sustainability and minimize delay for final plan of care submission.

Enrollment



Self Directed Employee (SDE) Onboarding Process Flow





SDE Benefits in Agency with Choice

- Employer- sponsored health benefits available to
- SDEs working 30 or more hours per week (averaged across four weeks) for FMS
- Paid time off for all SDEs
- Paid holidays for SDEs
- Ability to participate in 403B retirement plan for SDEs
- Life Insurance for Full time SDEs

Health Benefits

- Medical
- Dental
- Vision

SDE Holiday Schedule

All Self-Directed Employees in the Agency with Choice program will be afforded the following six (6) paid holidays:

New Year's Day

Memorial Day Observed

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

- If the holiday falls on a day when the SDE does not normally work, there will be no alternate holiday given. For example, if the SDE works Monday through Friday and the holiday is on Saturday, the SDE would not receive the holiday. If the SDE works Monday through Friday and the holiday is on Friday, the SDE would receive the holiday.
- However, any SDE who is normally scheduled to work the holiday and is needed or required to work, will be paid at an overtime/holiday rate of one and a half (1 ½) times their hourly rate. Each year the holiday calendar will be updated and distributed.

Financial Management Service

Agency with Choice-Fiscal Intermediary Service-Community Based Individual Support

2025 Holiday Schedule

Full-Time and Part-Time

Date of Holiday	Date of the Week	Holiday Observed
January 1	Wednesday	New Year's Day
May 26	Monday	Memorial Day
July 4	Friday	Independence Day
September 1	Monday	Labor Day
November 27	Thursday	Thanksgiving Day
December 25	Thursday	Christmas Day

The above are paid holidays generally afforded to full-time and Part-time employees who are normally scheduled to work on these days.

Compliance and Training



The SDEs will receive notification reviewing their due dates to complete all trainings that are still outstanding.



Support coordinators and Managing Employers will be included in the 30-day communication.



SDE's who cannot/do not complete trainings by their expected completion date will risk suspension without pay and an interruption of service.



There is no retro payment for self-directed staff or agency staff for the period of time they are out of compliance and suspended without pay. Payment will resume when they have completed their requirements and are reinstated.



One-time lump sum payment once completed. CPR/First aid renewal every two years.



In person-practicum available at various site locations

Instructions for completing CPR/FA:

We are utilizing a blended learning training with two parts to complete, Online & in-person skills.



1. Call [800-471-3086](tel:800-471-3086) to schedule your in-person skills session.

2. Seven days prior to your skills session, you will receive a link from rclcsfdevteam@redcross.org with instructions to complete the online training.

- Please ensure to check your junk & spam inbox.

- Prepare to allocate **2.5 hours** to complete the online training.

3. Once you have completed the online portion of CPR/FA, you may proceed with your scheduled in-person training.

If you have any questions, please reply to this e-mail or contact customer service at awccustomerservice@nj.easterseals.com or [800-471-3086](tel:800-471-3086).

Benefits of AWC Electronic Platforms

For ME's

- View, Edit Timesheets
- Sign off and Approve Timesheets
- Complete ME Enrollment packet- Through one system

For SDE's

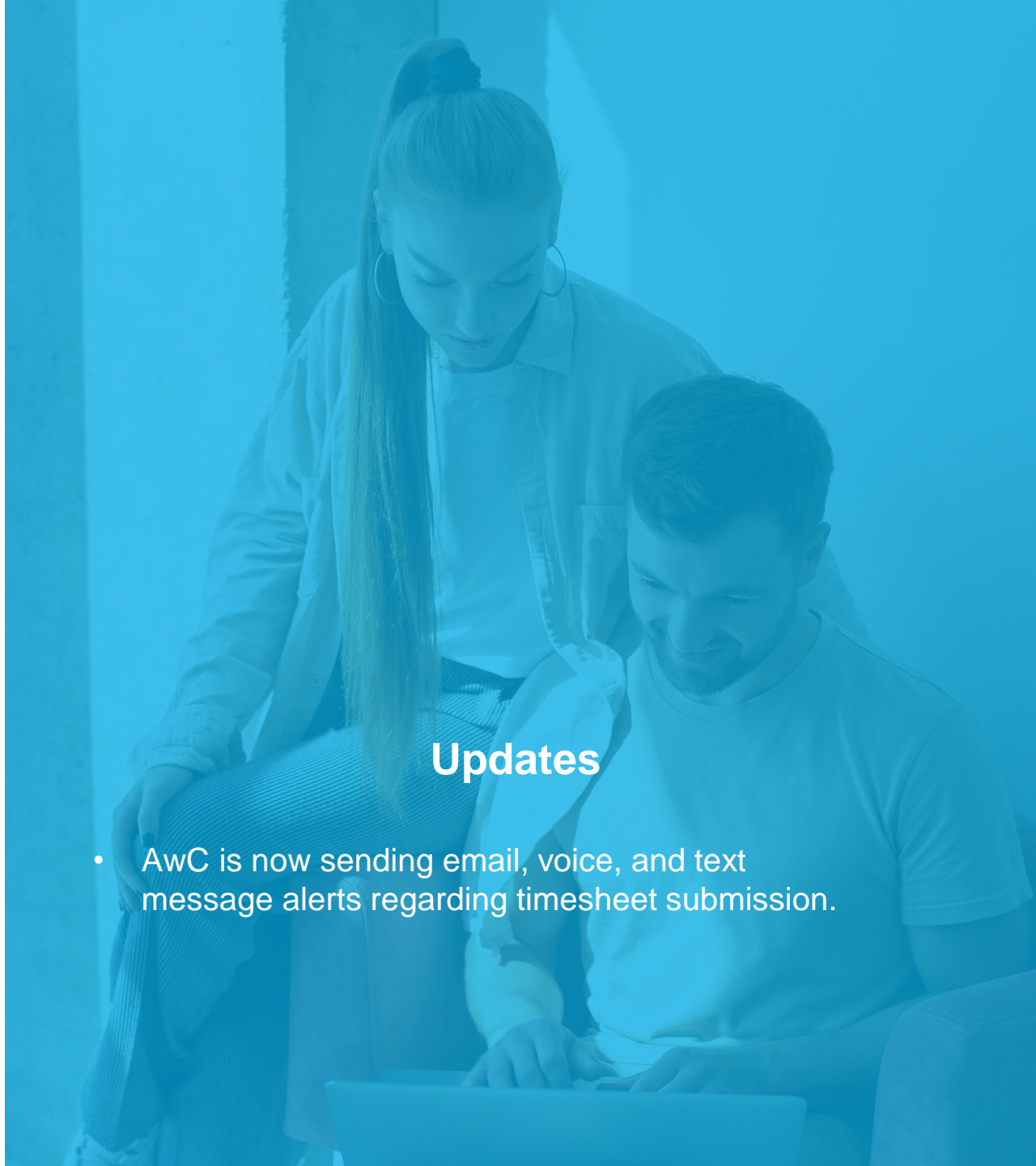
- Allow you to electronically input your timesheet
- Access and complete your training forms- College of Direct Supports (CDS)
- Enrollment and onboarding forum to include SDE specific forms, State forms and Managing Employer forms- DocuSign

For Vendors- Via attachments

- View billing and payments- Credible Participant Portal
- See if a payment was processed- Credible Participant Portal
- Know who and what the payment is for- Credible Participant Portal

Updates

- AwC is now sending email, voice, and text message alerts regarding timesheet submission.





About PMPM

- PMPM fee begins when SDE service is added to the plan
- PMPM fee is pro-rated during:
 - The first month an SDE service is added to an existing service plan, and the last month of that service plan
 - The first and last month of a new plan, when a new plan is created due to the renewal of a plan with an SDE service
 - The first and last month of a plan, when a new plan is created due to a program change (e.g., Supports Program to Community Care Program) or a tier change
- All individuals who share one SDE enrolled in ESNJ health benefits (PMPM 2) or multiple SDEs enrolled in ESNJ health benefits (PMPM 3) will have the corresponding PMPM fee deducted from their budget

Per Member, Per Month (PMPM) Fees

Per Member
Per Month

There is a monthly administrative fee to participate in the AwC model—called the Per Member, Per Month (PMPM) fee. DDD pays the same amount toward the AwC PMPM fee as it pays for the Fiscal/Employer Agent model. The individual budget funds the remainder of the PMPM fee.

	PMPM 1	PMPM 2	PMPM 3	PMPM 4
	One or more SDEs working 0-40 hrs. per week for you or the employer of record (ESNJ) and not electing health benefits	One SDE working less than 30 hrs. per week for you but 30+ hrs. per week for the employer of record (ESNJ) and electing not health benefits	<ul style="list-style-type: none">One SDE working 30+ hrs. per week for you and electing health benefits; ORTwo or more SDEs working less than 30 hrs. per week for you but 30+ hrs. per week for the employer of record (ESNJ) and electing health benefits	Two or more SDEs working 30+ hrs. per week for you and electing health benefits
FINAL PMPM	\$266.34	\$493.98	\$646.62	\$987.82
ANNUAL Cost to Individual Budget:	\$3,196.08	\$5,927.76	\$7,759.44	\$11,853.84

NOTE: SDE hours are reviewed and averaged over a 4-week period to ensure correct PMPM

Timesheet Process

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

Timesheets Due every Saturday by 10:00 am

No late payrolls or exceptions - all timesheets received after the deadline will be processed during the next payroll cycle.

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, Agency with choice has implemented 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. (300 days maximum)

- 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.

Update:

New Jersey's Minimum Wage to Increase to \$15.49/Hour for Most Employees on Jan. 1

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



BEST PRACTICE

Submit

- Submit timesheets weekly

Submit

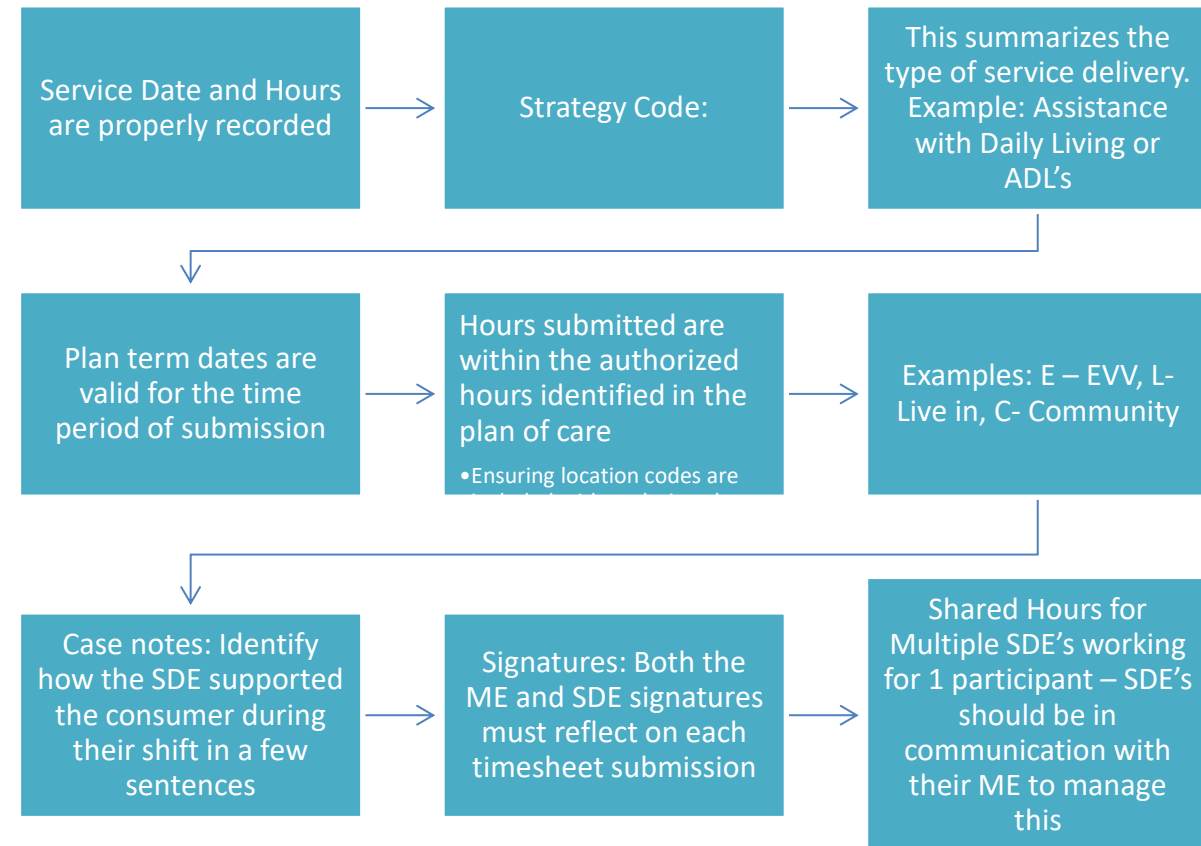
- If your shift ends mid week, submit your timesheets immediately – there's no need to wait
- Review for accuracy. Ensure all entries are correct before submission

Follow

- 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



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



Vendor Enrollment

Agency with Choice does NOT approve or deny vendors

We will enroll the vendor that is in the approved plan of care

If there is a question on which type of vendor services are allowed, it is best to contact SC

Once AwC receives the authorization from the approved plan of care we will begin outreach to the vendor to start the enrollment process

A consumer must have one SDE with Agency with Choice to be eligible for AwC to pay community vendors



Vendor Enrollment (cont.)

- Vendors are sent through DocuSign:
 - W-9
 - Electronic Funds Transfer Letter (EFT)
 - Vendor Request Form
 - Certificate of Liability Insurance (COI)
 - Support Manual service description/expectations
- Once enrollment is complete the Vendor is sent a voucher or given access to our AwC Pace website to submit for services rendered along with instructions
- AwC Client Portal- EFT payments
- AwC Pace website

ESPAÑOL

My Client Portal

Username

Password

LOG IN

[Register as a new user](#) | [Forgot your password?](#)

Powered By **CREDIBLE**
Behavioral Health Software

Financial Management Services FMS / AwC
Agency with Choice

Timesheet and Vendor Entry Pages

- [SDE \(Self Directed Employee\) Timesheet Login](#)
- [M.E. \(Managing Employer\) Login Menu](#)
- [Vendor Login Menu](#)

[Back to FMS Website](#)



If you would like to schedule a meeting with our team, we encourage you to contact us at the following email address for In Person Enrollment Days or virtual onboarding assistance.

AWCEnrollment@NJ.easterseals.com

Support Coordinators and Agencies will also have the opportunity to schedule Virtual and In person sessions with the Enrollment Manager through the available

Contact: Tnorris@nj.Easterseals.com

For part time SDE's – Easterseals Day Hab is Hiring Community Based, and facility based in following counties:

- Middlesex , Mercer , Monmouth ,Ocean
- ServiceReferrals@nj.easterseals.com

UPDATE!



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
awcforms@nj.easterseals.com

Training and Compliance
Awccompliance@nj.easterseals.com

awchr@nj.easterseals.com
awcenrollment@nj.easterseals.com
awcpurchasing@nj.easterseals.com

THANK YOU

**Financial Management
Services** Agency with Choice

