

FISCAL ASSISTANCE, INC.

fa,inc.

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www.fiscalassistance.org

CHILDREN'S LONG TERM SERVICES (CLTS) SELF-DIRECTED EMPLOYER AGENT MODEL

This support model empowers people with long term care needs to stay in their own home and employ caregivers of their choice within their authorized budget. The participant becomes the employer of record with decision-making authority over hiring, firing, training and scheduling qualified caregivers. The child/family receives the care they need, when they need it, from people they know and trust. The participant/employer designates Fiscal Assistance, Inc. (FA) as the Employer Agent. As a household employer, there are many employment tax savings you may be able to take advantage of to maximize your budget.

As the Employer Agent, FA is appointed to comply with many of the administrative employer obligations of processing payroll and related employer paperwork, so the participant/employer has peace of mind that an expert is handling those duties on their behalf.

Once FA is chosen as the Self-Directed Employer Agent, FA will:

- Schedule an in-home enrollment meeting to assist with completing initial employer/employee enrollment paperwork
- Complete background checks on all potential employees
- Provide worker's compensation insurance administration for all employees
- Process timesheets and payroll for employees
- Offer a paycard for direct deposit when a bank account is not available
- File federal and state related employment taxes and forms
- Issue year-end W-2's to each employee
- Complete employment verification information on behalf of the employer
- Help monitor individual authorized budgets
- Assist with updating employment paperwork when needed

Fiscal Assistance has been providing Employer Agent services since 2005. The Employer Agent staff at FA is committed to supporting Self-Directed Services and providing individualized, timely, and excellent customer service. Our knowledgeable staff is here to assist the participant, their employees and support teams every step of the way.

FA won a nomination in 2019 to represent small Fiscal Agents on the National Applied Self Direction Financial Membership Services Steering Committee. The FMS Membership Steering Committee helps determine the public policy and expand the marketplace priorities for FMS Membership each membership year. They help identify topics for member benefits. FA is a state-wide CLTS Waiver Program provider offering enhanced Tier 2 services and funding to families.

**** NEW in 2020...** Sign up for our **CAREGIVER REGISTRY** if you are interested in providing care/service/respite for other adults/children. Individuals and parents can search online and contact you directly.

Please note: This is a listing service, NOT a job placement.

Visit our website at fiscalassistance.org/post-caregiver-listing

Why Choose Fiscal Assistance, Inc.?

We are here to assist and support you every step of the way.

Personalized Intake

From the beginning, you will have an Enrollment Coordinator available to provide face-to-face (one-on-one) assistance with all of the initial employer and employee paperwork. We explain the process, answer questions and assist with reviewing and completing the paperwork to help you get started.

A Team Who Cares

When you choose Fiscal Assistance, Inc. (FA), you have full access to our knowledgeable, compassionate, and responsive Employer Agent team, who is committed to providing you the best service possible. You will know each team member by name and have a direct extension and email to reach them. You can rely on our team to respond to all of your inquiries, questions and concerns, quickly and professionally. We are here to support you, your employees and your support team.

We Are Committed to Self-Direction

We believe you have the power to make decisions and truly control your life. This includes authority over financial resources available for support services, authority to determine the goals and nature of support services, and authority to hire the people who will provide those supports. When you have choice and control, it allows you to get what you need, pay only for what you get... spend money more efficiently, explore alternatives to paid supports and make adjustments to your supports as your needs change. (Wisconsin's Self-Determination Guiding Principles)

Our Expertise

FA is committed to sharing our fiscal expertise to help you maintain your independence and determine what mix of supports and services work best for you, within your budget.

Our Employer Agent team remains current on employment laws and regulations and shares them with you, your employees and support team to ensure everyone is following these laws.

We have state of the art Employer Agent software specifically designed for Fiscal Employer Agents. It has been completely customized for our workflow from the beginning, with a new participant application, to processing payroll, to filing end-of-the-year paperwork.

FA is a member of the National Resource Center for Participant-Directed Services (NRCPPDS) and serves on the NRCPPDS' Fiscal Management services steering committee. This committee provides guidance to the NRCPPDS in developing best practices throughout the nation.

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linking fiscal tools with community living resources