



**August 26, 2021
Financial
Management
Services
YEAR END Notes**

The Arc of Oakland County
1641 W. Big Beaver
Troy, MI 48084
Financial Management Services
Contact us at:
fitimesheet@thearcoakland.org
Phone #248-816-1900
Fax #248-816-3340

IMPORTANT NOTICE To All Employer of Record Families, Direct Support Professionals and Individuals receiving services: We are approaching the Fiscal Year End, which runs October 1, 2020 through September 30, 2021.

As we end the current Fiscal Year and move onto the next, we want to provide you with a few reminders so that we may all have a successful year ahead:

When submitting any documents to The Arc, we urge you to submit digitally using the following steps:

- Convert any images to PDF
- Attach documents to the e-mail as an attachment rather than in the body of the e-mail
- DO NOT use client names in the subject line; use the MRN located at the top of the timesheet
- Send e-mail to FITimesheet@thearcoakland.org and cc your designated FMS Client Account Specialist

When submitting timesheets to The Arc, remember:

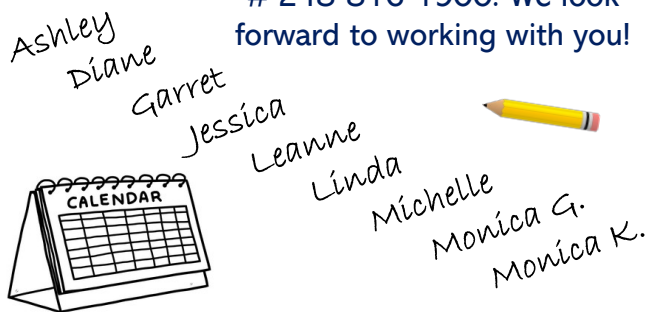
- Timesheets must be submitted every two weeks according to the Pay Schedule. We are unable to process claims older than 30 days
- CLS Logs must be submitted with timesheets to be processed for payment. These logs should be filled out entirely and include signatures of both the employee and employer

ALL EoR staff must be fully trained on the date of services provided to be paid for those services. *We are unable to may any exceptions.* Please reference the attached document titled "Renewing Certifications During COVID".

**Timesheets are Due BY 9am
On Monday, October 4th!**
Pay Period Dates of Service:
ANY AUGUST OR SEPTEMBER
*Timesheets submitted AFTER the 9am
deadline are considered LATE.*
NO Exceptions!
SUBMIT EARLY if Possible!
fitimesheet@thearcoakland.org

**What Does YEAR END
Mean for You?**
Timesheets from now until the end of September have a much smaller processing window. While you typically have up to a month to submit timesheets for payment, ANY September 2021 dates of service MUST be submitted to us **BY MONDAY, OCTOBER 4, 2021, at 9am.** *We are unable to make any exceptions.*
We highly encourage timesheets be submitted by Friday October 1st, if possible.

If you do not know who your FMS Client Account Specialist is, please call us at # 248-816-1900. We look forward to working with you!



Achieve with us.®