



Serving persons with intellectual and developmental disabilities since 1967

August 2022

IMPORTANT NOTICE To All Employer of Record and Child Waiver Program Families, Direct Support Professionals and Individuals receiving services: **We are approaching Fiscal Year End!**

Fiscal Year runs October 1, 2021, through September 30, 2022.

(Please Note: Fiscal Year is SEPARATE from an individual's Plan of Service Year.)

This means that 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 2022 dates of service **MUST** be submitted to us **BY MONDAY, OCTOBER 3, 2022, at 9am**. *We are unable to make any exceptions.* Timesheets submitted after the 9am deadline are considered late and may never be paid. We highly encourage timesheets be submitted by Saturday, October 1st, or as early as possible. Timesheets may be submitted via drop off, fax or email.

Office Address: 1641 W. Big Beaver Road, Troy, MI 48084

Email: fitimesheet@thearcoakland.org

Fax: 248-816-3340

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 are to be submitted every 2 weeks, according to the Pay Schedule, and are due promptly by 9am on the Monday Due Dates (even holidays). 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 staff must be fully trained on the date of services provided to be paid for those services. *We are unable to make any exceptions.*

If you do not know who your FMS Client Account Specialist is, please call us at #248-816-1900, option 1. We look forward to working with you, and a great Fiscal Year ahead!

Thank You,

Ashley Diane Garret Leanne Linda Megan Michelle Monica

Client Account Specialists
Financial Management Services
The Arc of Oakland County

Achieve with us.®