



Working Healthy/WORK Training



WELCOME

WORKING HEALTHY/WORK: PRESENTATION

Target Audience: *Working Healthy* Professionals, MCO, Assessors, ILC, Other Agency Providers, etc.

Revised: 10/1/2024

MODULE 12

WORK Fiscal Management

Presenter: Sherri Marney, BSHS/M, WORK Program Manager
Length of presentation: 17:16 minutes

Goals and Objectives:



Learn about WORK Fiscal Management Services.



Learn who the Fiscal Management providers are who their associated MCO.



Learn what the Fiscal Management Services provide.

Fiscal Management Services

- Fiscal Management Services are services that involve the collection, disbursement, management and reporting of public funds.
- All monthly *WORK* allocations are managed by a fiscal management organization. MCOs contract with a fiscal management services (FMS) provider to manage the *WORK* monthly allocation on behalf of their members. These allocation funds are used to pay for services that members use. Members who receive *WORK* services must use the FMS provider designated by their MCO.

Fiscal Management Providers

Below are the Fiscal Management Services providers and their contact information, along with the associated MCO.

Fiscal Management per MCO	
Public Partnership LLC (PPL) 148 State Street, 6 th Floor Boston, MA 02109	Healthy Blue <u>Once email and phone is provided it will be added</u> Customer Service: 1-000-000-0000 United: pplks-unitedhealthcare@pcgus.com Customer Service: 1-877-908-1747
Palco 1501 N Grand St., Hutchinson, KS 67501	Sunflower: customersupport@palcofirst.com Customer Service: 1-866-710-0456

Fiscal Management Services Provide

- Some examples of what the FMS provider is responsible for include, but are not limited to, the following:
 - providing a toll-free Customer Service line.
 - providing fax capabilities.
 - providing a secure internet/e-mail communication system that meets Federal and State accessibility requirements and Health Insurance Portability and Accountability Act (HIPAA).

Fiscal Management Services Provide

- Some examples of what the FMS provider is responsible for include, but are not limited to, the following:
 - providing print materials in alternate formats (e.g., Braille)
 - providing orientation and assistance to members, their employees and other providers of services related to using their service, understanding their role, completing forms, timesheet completion and submission process, and the process for submitting invoices for approved goods and services

Fiscal Management Services Provide

- Some examples of what the FMS provider is responsible for include, but are not limited to, the following:
 - performing background checks on personal assistants
 - performing Office of Inspector General (OIG) verification checks & notifying the MCO if there is a problem
 - preparing, filing and distributing IRS forms

Fiscal Management Services Provide, Continued

- Some examples of what the FMS provider is responsible for include, but are not limited to, the following:
 - accounting for all expenditures
 - processing all employer, employee, vendor paperwork, e.g., time sheets, provider invoices, member reimbursement, etc.
 - providing monthly reports to the MCOs
 - notifying MCOs if there are problems

Fiscal Management Services Provide, Continued

- Some examples of what the FMS provider is responsible for include, but are not limited to, the following:
 - filing all employer paperwork and employee paperwork as required by state and federal law.
 - filing and paying federal income tax withholding, FICA and FUTA, state income tax, and Unemployment Insurance for personal assistants.
 - paying Worker's Compensation premiums.
 - paying employees and vendors in a timely fashion.

Thank You



If you have questions regarding this training, please email your questions to:
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