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**CHAPTER 1300**  
**MEMBER DIRECTED OPTIONS**

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**POLICY 1324**

**FISCAL AND EMPLOYER AGENT SERVICES UNDER SELF DIRECTED**  
**CARE**

EFFECTIVE DATE: 03/01/13, 04/01/08

REVIEW DATE: 04/01/2011

**Description**

AHCCCS requires the services of a qualified Fiscal and Employer Agent (FEA) for those members who choose the SDAC option. The FEA provides fiscal management services, as described in this section, for members selecting the SDAC option.

**Amount, Duration, and Scope**

Fiscal and Employer Agents must be registered AHCCCS Providers. In order to register with AHCCCS, FEAs must meet all applicable Federal and State requirements. All FEA services must be authorized by the case manager.

**A. INITIATION OF FEA SERVICES FOR MEMBER**

Within the SDAC option the member is the employer of the ACW. The member must meet certain Federal and State requirements to be an employer. The role of the FEA is to assist the member to complete all required documentation, review the documentation, and file the paperwork with the proper Federal and State authorities.

To initiate services for a member, the FEA must complete at least the following tasks:

1. Obtain Federal Employer ID Number (FEIN) for the member
2. Review and file required documentation
3. Maintain copies of all required documentation

Unit of service is event based one per member, per initiation of SDAC service.

**B. INITIATION OF FEA SERVICES FOR ACW**

Within the SDAC option the ACW is the employee of the member. The role of the FEA is to assist the potential ACW to become an employee. After the member has identified the individual(s) who will be employed as his/her ACW, the member must



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notify the FEA. The FEA must contact the identified individual(s) to facilitate the process allowing the ACW to become an employee.

To initiate services for the ACW, the FEA must complete at least the following tasks:

1. Prepare and distribute employee ACW hiring packets.
2. Obtain and verify all documents required by AHCCCS, State, and Federal authorities necessary to allow the SDAC member to employ the ACW.
3. Maintain copies of all required documentation

Unit of service is event based, one per ACW.

### **C. ON-GOING MONTHLY SERVICES**

The FEA functions as the payroll department for the SDAC member. As such, the FEA provides monthly services related to payroll. Additionally, the FEA must complete and file all required payroll documentation.

Minimally the following tasks must be completed by the FEA:

1. Perform all employer payroll duties, including:
  - a. Distribution of payroll (should be done no less than twice a month)
  - b. Completion of required tasks related to payroll taxes including withholding, deposit, and filing of required documentation.
  - c. Comply with all Federal and State required year-end employer filing requirements.
2. Contact case managers and/or members about over- and under-utilization of services problems identified with time sheets, or other payroll related issues.
3. Provide toll-free customer service assistance to employers and employees related to all FEA activities.
4. Provide monthly and ad-hoc utilization reports as requested by the member, case manager, Contractor, or AHCCCS related to utilization of hours and cost.

Unit of service is event based, one per month, per member.



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**D. BACKGROUND CHECKS**

It is recommended, but not required, that background checks be completed on all ACWs hired within the SDAC option. If a member requests that a background check be completed, the FEA will complete this service. The FEA will provide the background check results to the member and ALTCS Program Contractor so that a determination to hire can be considered by the member.

All background checks must be authorized by the case manager.

Unit of service is event based one per ACW.

**E. OTHER REQUIREMENTS OF FEA**

The FEA has the responsibility to procure workers compensation insurance for the member's caregiver(s).

FEAs are an AHCCCS provider and an integral component of the care delivery system for members selecting the SDAC option. As an AHCCCS provider, FEAs are subject to all applicable AHCCCS regulations and policies.

Certain information requests may be made by AHCCCS or AHCCCS Contractors. The FEA must provide requested information within the required timelines. FEAs will not receive additional reimbursement for providing requested information.