Budgeting for SDS Staff

Financial responsibilities of the key players in Self-Directed Services

EMPLOYER OF RECORD

- Helps develop the annual budget
- Chooses a CPR/first aid training vendor and submits accurate invoices and payment requests
- Chooses the pay rate and hours each staff person will work
- Monitors clock-ins/outs using the FMS online portal (DCI)
- Keeps records in a Home Record book and submits reports

DDS CASE MANAGER

- Assists with the development of the Individual Plan (IP), including identifying recipient needs, goals, and desired outcomes
- Calculates the final budget and submits it for approval
- Adds all requested HTS and Job Coaching staff to the IP
- Troubleshoots any issues identified in the recipient's service plan or budget

FMS AGENT

- Confirms all staff have current CPR/First Aid certifications and are authorized to begin working with the recipient
- Assists in managing paperwork, time sheets, background checks, federal/state employment fees and taxes, and SDS budget records
- Issues payroll to staff based on timesheet records and the approved rate of pay in the recipient's service plan

SDS STAFF

- Completes all training requirements and waits for authorization before starting work
- Clocks in/out using the EVV system and communicates with the EOR if corrections are needed
- Works with the recipient to achieve the goals and outcomes identified in their IP
- Keeps a record of tasks completed in pursuit of these goals

This document is a condensed version of the EOR training and DDS policy. Completing the EOR training is a requirement for utilizing Self-Directed Services. 26/01