



Central Chesapeake Region

Fiscal Management Services 2020/2021 Accounts Payable Calendar & Info

FMS Direct: 1.866.252.6871 | FMS Fax: 1.888.272.2236

www.thearcccr.org/fms/

Submitting Payment Requests

The Accounts Payable team accepts vendor payment request forms and mileage reimbursement forms by email and fax. Please ensure payment request forms are completed in full and submitted with the proper documentation, as indicated on the forms.

EMAIL	FMS FUNCTION
FMSVendorA-L@thearcccr.org	Vendor payment requests for Participants with last names A-L
FMSVendorM-Z@thearcccr.org	Vendor payment requests for Participants with last names M-Z
FMSMileage@thearcccr.org	Mileage reimbursement forms for all Participants

Accounts Payable Processing

PAYMENT REQUEST DUE DATE	PROCESSING TIMELINE
<p>12PM (noon) Weekly every Monday* *exceptions noted below</p>	<p>The Accounts Payable team processes weekly through Bill.com. Everything received by Monday noon is processed by the end of the week. Any payment request submitted 30 days after the date of service is payable at the discretion of the FMS based on Medicaid billing requirement and reconciliation deadlines.</p> <p>PLEASE NOTE: Bill.com provides payment by check or direct deposit. Please open a customer service ticket to request an invite to create your own direct deposit profile.</p>

Accounts Payable Processing Impacted by Holidays

Usual AP Processing Deadline:	*REVISED DUE DATE Payment request must be received Thursday by 12PM:	Payment Processed:	Holiday Impacting Due Date:
9/7/2020	9/3/2020	9/11/2020	Labor Day
11/23/2020	11/19/2020	11/27/2020	Thanksgiving
12/21/2020	12/17/2020	12/29/2020	Christmas Eve/Christmas
12/28/2019	12/24/2020	1/5/2021	New Year's Day
1/18/2021	1/14/2021	1/22/2021	MLK Day
5/31/2021	5/27/2021	6/4/2021	Memorial Day
7/5/2021	7/1/2021	7/9/2021	Independence Day
7/12/2021	7/8/2021	7/16/2021	Arc's Final AP Processing**

IMPORTANT: Vendor Payments and Mileage Reimbursements are processed in accordance with the AP calendar. Requests for payment received after the deadline will be processed the following week. Additionally, any payment request not submitted within 30 days of the date of service is payable at the discretion of the FMS. Thank you for your understanding!

** Fiscal Management Services, which administratively supports Self-Direction, is expected to transition to a new vendor by mid-2021. This AP calendar reflects the processing periods for which The Arc assumes responsibility pending status updates from The Maryland Developmental Disabilities Administration's (DDA's) forthcoming contract award.

The Arc reserves the right to issue a revised AP calendar based on updated FMS vendor transition information as it is received from the DDA.