



**The Arc**

*Central Chesapeake Region*

# *Fiscal Management Services*





*Self-Direction  
Provides Greater*

*choice*

*authority*

*flexibility*

*independence*

## Self-Directed Services

The self-directed service delivery model is an alternative to traditionally delivered and managed services. Self-Direction of services allows participants to have the responsibility for managing all aspects of service delivery in a person-centered planning process. Self-Direction promotes personal choice and control over the delivery of waiver and state plan services, including who provides the services and how services are provided. Self-Direction helps people live more self-determined lives!

### You are in the Driver's Seat

With choice and authority comes responsibility. When you self-direct your services, you have the independence as well as the accountability that comes with being an employer. You and/or a designated representative are tasked to recruit, hire, train and manage your employees. Additionally, you must understand and adhere to your budget and ensure that your budget can support your needs throughout your plan year. But don't worry; you'll have help! Your planning process will help to identify the support you need to assist you in your duties as an employer. You will have a Fiscal Management Services (FMS) provider to help you as well.

### Fiscal Management Services

The Maryland Developmental Disabilities Administration (DDA) contracts with Fiscal Management Service (FMS) providers to assist individuals in exercising employer and budget authority. FMS helps participants:

- Obtain an Employer Identification Number (EIN)
- Perform payroll and employer-related duties such as withholding and filing federal, state, local and unemployment taxes; purchasing workers' compensation; collecting and processing worker timesheets; calculating and processing employee benefits; employee onboarding and issuing payroll checks
- Understand billing and documentation requirements
- Purchase approved goods and services via vendor payments
- Track and monitor individual budget expenditures

*The Arc Central Chesapeake Region (CCR) has been supporting people with intellectual and developmental disabilities with self-directing their services for over 15 years and we're the largest FMS provider in Maryland. We are so excited to partner with you as you start your journey as an employer!*

When you choose to self-direct your services through the Maryland Developmental Disabilities Administration (DDA) waiver programs, we'll be your partner.

Maryland DDA Self-Directed Services Program:  
[dda.health.maryland.gov/Pages/Self-Determination.aspx](https://dda.health.maryland.gov/Pages/Self-Determination.aspx)



*Please contact us for more information!*

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