

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	The Center for Family Support (soon to be The Center for Family Support SDS)
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Corporation ID #	28270
What counties are served?	Manhattan, Bronx, Staten Island, Brooklyn, Bronx, Nassau, Suffolk
How many people do you serve?	45
How long have you been providing FI services?	Since October of 2014 as an FI, and since January of 2013 as an FMS.
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	Full time – 42% (staff work between 30 – 40 hours per week) Part time 1 – 20% (staff work between 20 – 29 hours per week) Part time 2 – 15% (staff work 19 hours or less per week)
Do you have an electronic system that can be accessed by individuals/designees?	Pending
What is your mileage rate for staff owned vehicles?	We follow the federal IRS guidelines. 2018 is \$.54.5 per mile
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	Not taking any new Broker cases under Agency Brokerage at this time.
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	Staff complete an online New Employee Orientation and receive a \$75 stipend. The training takes a minimum of 2 hours and includes powerpoint, video and competency quizzes. Staff complete an online Refresher Training annually (given between June – July) each year and are paid 2 hours. Training takes a minimum of 2 hours.
What additional trainings are offered by your agency? Any additional trainings required?	No additional trainings offered or required.
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	Between 3 – 5 weeks if the employee completes the paperwork properly and is responsive. Variation can also be due to pending receipt of state clearance results.
Do you offer health ins. for full-time staff? How many hrs. are considered full-time? Is there a waiting period?	Full time employees are offered health insurance after working 30 hours per week regularly for 3 months.
Do you provide paid sick time for staff?	We follow the NYS Paid Sick Leave regulations. Sick time is included in Paid Time Off. Full time staff receive 3 weeks PTO, Part time staff receive 1 week of their scheduled hours in PTO.
Do you provide paid Holiday time for staff?	Paid holiday time is included in Paid Time Off. Full time staff receive 3 weeks PTO, Part time staff receive 1 week of their scheduled hours in PTO.
Do you have an emergency staffing pool?	Not at this time.

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Describe what role, if any, you have in recruiting self-hired and agency supported staff?	We can provide guidance and suggestions to families and brokers about effective sources of recruitment of self hired staff. For agency supported, we have recruiters that will identify potential candidates if the individual/family request.							
What is your timeline for reimbursements?	Approximately 10 business days.							
Do you have any options for upfront payments? (i.e. IDGS-camp)	We do not upfront payments at this time.							
What Waiver Services are available to self-direct?	Community Habilitation	X	Respite	X	SEMP	X	Live-in Caregiver	X
Do you have any service restrictions? (i.e. capped rates for Self-Hired Community Habilitation, Mileage, or any service you do not provide or restrict)	We highly recommend identifying hourly rates of pay for staff that will leave room for non billable time. When receiving requests that we are uncertain about, we seek guidance from the DDRO and OPWDD staff.							