

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	Springbrook
Website address	http://www.springbrookny.org/
Contact Person (s)	Melisa Richardson
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Corporation ID #	22710
What counties are served?	Albany (not accepting new referrals from this area at this time), Broome, Chenango, Delaware, Otsego, Schoharie (only accepting referrals outside the Otsego County line currently), Tioga, Tompkins (not currently accepting new referrals from this area), Chemung
How many people do you serve?	367
How long have you been providing FI services?	11 years
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	31% FICA Tax MDRC Tax NYS Disability Worker's Compensation NYS Unemployment Insurance Health Insurance Pension - Base Pension - Match Life Insurance EAP Expense PTO Time Sick Time Other Non Billable Paid Time
Do you have an electronic system that can be accessed by individuals/designees?	Yes
What is your mileage rate for staff owned vehicles?	\$0.535
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	Yes we have 1 SB. No we do not require our participants to use the SB.
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	1. About 13 hours 2. About 5 hours
What additional trainings are offered by your agency? Any additional trainings required?	No additional trainings required. We would accommodate some trainings if needed for particular safeguards as requested by the family or individual and if available through the agency.
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	This is variable
Do you offer health ins. for full-time staff? How many hrs. are considered full-	At this time we do. Full time is 30 hours, and there is a 90 day waiting period.

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time? Is there a waiting period?									
Do you provide paid sick time for staff?	At this time we do.								
Do you provide paid Holiday time for staff?	Staff are welcome to use PTO leave as need for Holidays, if they have time available.								
Do you have an emergency staffing pool?	No								
Describe what role, if any, you have in recruiting self-hired and agency supported staff?	We generally do not assist with recruiting of staff for Self-Directed plans.								
What is your timeline for reimbursements?	Up to 30 days if corrections are not required, but we strive to turn around reimbursements sooner if able.								
Do you have any options for upfront payments? (i.e. IDGS-camp)	This is not an ideal or regular practice, but could be considered due to the circumstances of a specific situation.								
What Waiver Services are available to self-direct?	<table border="1"> <tr> <td>Community Habilitation</td> <td>X</td> <td>Respite</td> <td>X</td> <td>SEMP</td> <td>X</td> <td>Live-in Caregiver</td> <td>X</td> </tr> </table>	Community Habilitation	X	Respite	X	SEMP	X	Live-in Caregiver	X
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 follow all OPWDD regulations in regards to Caps.								