

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	AHRC Citizens, Inc.
Website address	www.citizens-inc.org
Contact Person (s)	Kevin Wilber, Assistant Director
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Corporation ID #	46500
What counties are served?	Nassau and Suffolk
How many people do you serve?	30 (with 27 on our “wait” list)
How long have you been providing FI services?	1+ years
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	PT fringe: 15% FT fringe: 33% (medical, dental and vision effective the 1 st of the month following 60 days of service; group life insurance after 90 days of service)
Do you have an electronic system that can be accessed by individuals/designees?	No
What is your mileage rate for staff owned vehicles?	Standard federal rate (currently 0.545/mile)
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	Yes Yes (unless we have a pre-established relationship with an independent broker)
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	1. 6 hours of OPWDD mandated training; staff must also be trained on agency policies and procedures with regards to SD paperwork and OPWDD paperwork 2. OPWDD mandated and agency mandated training (completed online)
What additional trainings are offered by your agency? Any additional trainings required?	CPR, first aid, AMAP. defensive driving, Personal Outcome Measures (POMs)
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	1 – 2 months, dependent on the applicant meeting with HR, completing finger printing, required OPWDD and agency training and results of background check
Do you offer health ins. for full-time staff? How many hrs. are considered full-time? Is there a waiting period?	FT staff, staff that consistently work 30+ hours/week, are eligible for benefits Eligible for benefits effective the first of the month following 60 days of service
Do you provide paid sick time for staff?	FT, full-year employees are entitled to 12 sick days/year (accrued throughout the year) – employees must complete their 4 month orientation period prior to using any accrued sick leave PT employees who are consistently scheduled to work less than 21 hours per week do not accrue sick time
Do you provide paid Holiday time for staff?	Staff are paid if they work on a holiday
Do you have an emergency staffing pool?	Currently in development, all of those who have Comm Hab in budget have hired multiple people for the purpose of back up staffing

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<p>Describe what role, if any, you have in recruiting self-hired and agency supported staff?</p>	<p>We provide assistance and guidance to families on the resources available to use in recruiting staff; all of those that we currently have enrolled who have Comm Hab in the budget have been able to identify staff</p>							
<p>What is your timeline for reimbursements?</p>	<p>Reimbursements are processed on or around the 10th of every month (i.e. April reimbursements are processed by May 10 to ensure reimbursement is made by the end of the month)</p>							
<p>Do you have any options for upfront payments? (i.e. IDGS-camp)</p>	<p>The FI does not provide “upfront” payments for services</p>							
<p>What Waiver Services are available to self-direct?</p>	<p>Community Habilitation</p>	<p>X</p>	<p>Respite</p>	<p>X</p>	<p>SEMP</p>	<p>X (if not approved for ACCE S-VR services</p>	<p>Live-in Caregiver</p>	<p>X</p>
<p>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)</p>	<p>Only those restrictions as outlined by OPWDD (ex. camp funding for camp in NY)</p>							