

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	Hand In Hand Family Services
Website address	www.hihfs.org
Contact Person (s)	Riki Erps
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Corporation ID #	45220
What counties are served?	Kings, Richmond, Nassau, Suffolk, NYC, Bronx, Queens, Putnam, Rockland, Westchester, Dutchess, Orange, Sullivan, Ulster, Albany, Columbia, Greene, Rensselaer, counties in Taconic
How many people do you serve?	Approximately 300
How long have you been providing FI services?	4 Years
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	25% Fringe includes PTO, Health Insurance for Full time workers, Workers comp, Unemployment, Employment tax
Do you have an electronic system that can be accessed by individuals/designees?	Yes. eVero is an electronic system that can be accessed by individuals/designees.
What is your mileage rate for staff owned vehicles?	.545
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	No
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	1. 2 hour training 2. 1 hour training
What additional trainings are offered by your agency? Any additional trainings required?	N/A
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	2 weeks
Do you offer health ins. for full-time staff? How many hrs. are considered full-time? Is there a waiting period?	Yes, for staff working 30 or more hours. Employee must maintain full-time for a full year look back period before receiving benefits.
Do you provide paid sick time for staff?	Total 12 days PTO
Do you provide paid Holiday time for staff?	Total 12 days PTO
Do you have an emergency staffing pool?	no
Describe what role, if any, you have in recruiting self-hired and agency supported staff?	We do not recruit.

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What is your timeline for reimbursements?	Monthly cycle. Reimbursements are submitted at the beginning of the month for the month prior and reimbursed at the end of the month of submission.							
Do you have any options for upfront payments? (i.e. IDGS-camp)	Currently, camp and annual memberships can be paid/ reimbursed fully in advance, as long as all approvals were done.							
What Waiver Services are available to self-direct?	Community Habilitation	yes	Respite	Yes	SEMP	No	Live-in Caregiver	No
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>The Comm Hab rate is capped at \$25 an hour. The respite rate is capped at \$16 an hour.</p> <p>We do not provide Live-in- caregiver or SEMP.</p>							