



SDP Service Provider Welcome Letter

Thank you for your interest in serving participants in California's Self-Determination Program (SDP). Service providers like you, are a critical component to the continued success of SDP!

FMS Pay's goal is to provide a seamless and hassle free flow for service providers, from the initial invoice submission to the invoice payment, and to foster a positive working relationship that supports the success of the participant.

Here are some important details for you to know, as you provide services to an individual enrolled in SDP:

Self-Determination is a program offered by the State of California, through the Regional Center system. It allows participants to utilize funds in non-traditional ways, and explore services not previously funded by the Regional Center. Information at: <https://www.dds.ca.gov/initiatives/sdp/>

The participant has a spending-plan, which has been certified by the Regional Center. Essentially, this means a certain dollar amount has been allocated for your services. The participant should discuss their service budget with you, and negotiate a rate for those services directly with you. FMS Pay is authorized to pay up to the authorized amount in the spending-plan. If the participant exceeds their authorized amount, the participant is financially responsible for the excess. FMS Pay recommends you maintain a contract with your client if necessary. You are not entering into any contracts with FMS Pay, your contract is directly with the client/participant.

Service providers are welcome to reach out at any time to confirm available funding, and prepayment of services is possible.

FMS Pay acts as a "pass-thru" for funding. FMS Pay does not "hold" the participant's funds. When an invoice for services is received, FMS Pay bills the services to the Regional Center under the appropriate Service (billing) Code. The Regional Center then confirms available funding and releases those funds to FMS Pay. Upon receipt of those funds, FMS Pay is able to issue payment to the provider. Regional Centers release funds on a weekly basis.

Invoices are typically paid within 2 – 3 weeks of receipt, depending on the timing of the Regional Center's pay run. Invoices can be sent prior to services being rendered, keeping in mind the 2 week turnaround time. Invoices can be submitted on a semi-monthly or monthly basis, depending on cash flow needs. FMS Pay cuts physical checks and transmits ACH payments once per week. Service providers paid via check or ACH must set up an Accounts Payable file and submit an IRS W-9, and ACH Agreement (if electronic payments are desired). FMS Pay is required to 1099 service providers per IRS regulation. FMS Pay does not offer tax advice.



Services can also be paid via one-time Visa card payment, if the service provider is set up to accept card payments. Service providers paid via Visa card do not need to submit an IRS W-9, but must still submit a Service Provider Information Card.

FMS Pay is required to perform basic due diligence, such as obtaining a copy of the service provider's business license (sometimes called a City tax certificate), copy of valid professional licensing (if applicable), and confirming the service provider is not listed on the US Department of Justice's "List of Excluded Individuals/Entities" or the CA Department of Health Care Services' (DHCS) "Suspended/Ineligible Provider List." A completed and signed Service Provider Information Card must be submitted. Please provide a copy of your business license and any applicable professional licenses (speech, occupational, physical therapists, chiropractors, etc).

Services such as Respite, and "Direct Personal Care Services," have additional state requirements, including Electronic Visit Verification (EVV) and Background Check requirements. If the service provider does not provide these services, these requirements do not apply. If the Respite provider is already a traditional Regional Center vendor, no additional background check is applicable, but EVV requirements still apply.

Service Provider forms are available on our website.

If you have any questions or concerns, please contact connect@fmsspay.com or call 858-281-5910, or visit us on the web at www.myfmsspay.com

We look forward to partnering with you to ensure our participants may utilize your services through SDP! Thank you again for supporting the Self-Determination Program.

Warm Regards,

Kyle Jones
Principal
FMS Pay LLC

