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## **Alabama Department of Mental Health Financial Management Services Agency Transfer Process**

Due to tax regulations, the transfer from one Financial Management Service Agent (FMSA) to the other can only occur at the beginning of a quarter (January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> or October 1<sup>st</sup>). An employer of record can transfer once per year.

Due to the reconciliation of the closing account and initiation of the new account process, there will be an 60-90-day delay in access and reimbursement from budgetary savings. The employer of record (EOR) must submit all receipts to the current FMSA for payment no later than the 15<sup>th</sup> of the last month of service.

### **Support Coordinator:**

1. The Support Coordinator will complete the transfer form, Free Choice of Provider form and referral form for new FMSA with the EOR and Waiver Participant.
2. The Support Coordinator will submit the transfer form, referral form, Free Choice of Provider form, and PCP (which includes the POC) at least 60 days prior to transfer (This form can be submitted prior to 60 day minimum) to the Regional Office through the RFA process and tag Regional RFA account for that region and Self-Directed Liaison.

### **Regional Office**

1. The Regional Office reviews the RFA and makes a determination.
2. The Regional Office informs the Support Coordinator of the decision

### **Self-Directed Liaison**

1. Once the RFA for the FMSA transfer is approved, then the Self-Directed Liaison submits the approved Transfer Form to the current FMSA at least 45 days prior to transfer date.
2. SDL will submit the referral form to the new FMSA at least 45 days prior to transfer.

### **Current Financial Management Service Agency:**

1. Once the transfer process is approved and complete, the current FMSA sends a check made out to the Alabama Department of Mental Health. The current FMSA sends a secure email/uploads file that includes the individuals

that are transferring services.

2. The DMH DDD CFO will access the secure email/uploaded file to share with the Director of Support Coordination for dissemination to all regional Self-Directed Liaisons.
3. ADMH will deposit the check into the Department's revenue account and make a payment to the accepting FMSA, transferring the funds. The payment should be processed within 3 business days, pending staff attendance, holidays, etc.
4. The accepting FMSA will access the list of transfer records by secure email/file access.
5. If the payment is not received by the accepting FMSA within 7 working days, the FMSA should follow up with the DMH Finance office.

### **New Financial Management Service Agency**

1. Once the transfer is approved and the referral form submitted to the new FMSA by the self-directed liaison, then the enrollment specialist with the FMSA contacts the employer of record.
2. The enrollment specialist will explain the role of the FMSA and assist with paperwork to enroll the individual and EOR into their system.
3. The FMSA will inform the EOR of the "Good to Go date" for their employee.
4. The FMSA will educate the EOR on their electronic verification visit (EVV) system).
5. The FMSA will provide the date for access to budgetary savings and the balance in the savings.

### **Employer of Record**

1. The EOR will begin to use the new FMSA to report time via EVV after the "Good to Go Date," is provided by FMSA.
2. The first day the new FMSA should be used for time reporting is the 1<sup>st</sup> of the new quarter (January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> or October 1<sup>st</sup>).