

Roles and Responsibilities

Member/ Employer

- Keeps records and follow all relevant laws and regulations
- Hiring/Terminating Employees, Vendors, and ISBs
- Approves Employee schedule and hours submitted
- Approving/Monitoring budget including setting pay rates
- Train Employees
- Notify VFS of Employees that quit or were terminated
- Send vendor requests and/or requests for reimbursement to VFS
- Monitor Balances

Delegation of Budget Authority (DBA)

- Approve payment for employee hours worked and vendor services provided
- Sign budgets that allocate the monthly budget amount
- Sign contracts on behalf of the member, including those needed for the persons or entities that will be providing services and supports to the member

Case Manager

- Completes the plan of care
- Point of contact for Service Authorizations and funding approvals

Employee

- Completes Employee packet when hired by member
- Responsible for entering hours online and submitting timesheets
- Arrive to work site on time and perform duties as assigned by employer
- Communicate to VFS should there be an address change, or if change in method of receiving payment

Vendor

- Completes the vendor packet and submits vendor Non Payroll Reimbursement form

Independant Support Broker (ISB)

- Develops the CCO budget
- Helps the member and employee complete packet(s)
- Liason between IME/MCO and VFS
- Review account statements from VFS and ensure they are accurate and complete
- Submits CCO budget to MCO and FFS budget to VFS.

Veridian Fiscal Solutions (VFS)

- Processes packets, background checks and payments
- Manages all employer taxes on behalf of the member including W-2 and 1099s.
- Applies for Workers Compensation on behalf of member
- Provides electronic statements on VFS website

CareBridge (MCO Only)

- EVV Hours entered in CareBridge system for Personal Care and Homemaker services
- Answers CareBridge application questions
- CareBridge submits hours to VFS for semi-monthly payroll