



EXECUTIVE MEMO

TO: Executive Directors, DSN Boards
CEOs, Private Providers
Finance Directors
Case Management Supervisors

FROM: Deputy Director Pat Maley

DATE: April 30, 2021

RE: Transition Jasper DSN Board Fiscal Agent Operations to Charles Lea Center, Effective 7/1/2021

The purpose of this memo is to notify providers of a change in fiscal agents for self-directed services. This will necessitate termination of current electronic service authorizations and completion of new service authorizations.

Effective May 22, 2021, the Jasper DSN Board (Jasper) will terminate the fiscal agent responsibility for all self-directed services including: Adult Attendant Care (ID/RD Waiver), Self-directed Attendant Care-UAP Option (HASCI Waiver), In-Home Supports (CS Waiver), and Statewide Respite Services (ID/RD, CS, and HASCI Waivers). At that point, the Charles Lea Center (Charles Lea) will take over as fiscal agent for all DDSN waiver funded self-directed services. These fiscal agent responsibilities include processing payment for the noted services, withholding taxes, and issuing annual W-2 forms.

Authorizations for self-directed services are made out to the fiscal agent. As a result, updated authorizations for the services noted above will be required. Therap will complete a migration to terminate the current electronic authorizations made out to the Jasper DSN Board Fiscal Agent account with an effective date of May 22, 2021, and then will issue new authorizations to the Charles Lea Center Fiscal account with a beginning date of May 23, 2021. This migration will occur for approved and active authorizations ending on a future date. Case Managers are responsible for reviewing all self-directed service authorizations after the migration occurs. The DDSN helpdesk (helpdesk@ddsn.sc.gov) should be contacted with any issues.

This change will not affect service provision. Waiver participants will continue to receive services as authorized. Affected waiver participants, or their representatives, and individual workers will be contacted by the fiscal agent(s) to provide notification of this transition and complete updated forms. There is no intervention needed from Case Management. The current payroll forms (W-4, I-9 and direct deposit) will not change for active caregivers. This information will be forwarded from Jasper to Charles Lea for their records.

In addition, there will be an upcoming Microsoft Teams meeting hosted by Charles Lea to review the processes and answer any questions regarding this changeover.

To reiterate the last payroll Jasper will be handling is the payroll paid on June 4, 2021, which covers days worked from May 9th through May 22nd. Any approved timesheets that would be submitted on May 23rd or forward (this would include timesheets that had not been previously submitted and paid) will be sent to Charles Lea.

Starting on May 23, 2021, any newly enrolled waiver participants and corresponding workers should be processed with Charles Lea as the fiscal agent and forwarded to the Charles Lea Center, 195 Burdette Street, Spartanburg, SC 29307, via fax (**864-562-2118**) or email pr.respite@charleslea.org. New packet information (instructions and forms) for the employer (participant/family) and employee (worker) will be sent from Charles Lea in the next couple of weeks. The new packet information will also be made available under business tools on the DDSN portal.

Should you have any further issues or concerns, please contact Debbie Wilson, Director of Accounting and Contracts, at 803-898-9720.

Thank you in advance for your assistance in this transition.