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Executive Memo

TO: Executive Directors of DSN Boards and CEOs of Contracted Providers with Case Management, and Case Management Supervisors

FROM: Lori Manos, Associate State Director of Policy *LM*

DATE: June 7, 2024

RE: Fiscal Agent Transition-Deadline Imposed

The purpose of this memo is to provide additional information regarding the transition from the Charles Lea Center to Morning Sun as fiscal agent for self-directed services. As indicated in the DDSN Executive Memo dated December 21, 2023, Charles Lea Center (CLC) Administrative Services will terminate and Morning Sun Financial Services will assume 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).

In the time since that notification, the majority of individuals receiving participant-directed services have transitioned from CLC to Morning Sun. However, some individuals who are currently authorized for participant-directed services have either (1) not submitted any of the documentation required to transition to Morning Sun or (2) submitted a portion of the required documentation but have not completed the process. Multiple attempts to resolve these stalled transitions have been made, including efforts by Morning Sun, DDSN, and case managers.

At this time, a deadline for transition to Morning Sun will be imposed. **All** required documentation for transition to Morning Sun must be submitted by June 30, 2024. Failure to submit the required documentation by this date will result in an interruption of payments for services. The last payroll Charles Lea Center will be authorized to process is Friday, August 9, 2024, for dates of service through July 31, 2024. If the enrollment packets are not received by the specified deadline, payments for services rendered will not be able to be processed until all information is submitted and processed. All remaining authorizations to CLC for fiscal agent services will be ended effective July 31, 2024. Case Managers are cautioned that authorizations may not be issued to Charles Lea Center for fiscal agent services after July 31, 2024.

Letters explaining these requirements will be mailed to waiver participants/responsible parties with incomplete or unsubmitted transition packets no later than June 10, 2024. Please ensure all those on your caseload who are receiving self-directed services are aware of this and complete the necessary requirements in order to prevent a lapse in service or payment for service.

Thank you for your assistance in this transition. Please contact Melissa Ritter at 803-898-5120 or mrutter@ddsn.sc.gov with questions.