

MEMORANDUM

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

FROM: Constance Holloway, Esq., Office Director *CH*

DATE: November 3, 2025

SUBJECT: Fiscal Agent Transition to Electronic Forms

The purpose of this memo is to notify case management providers that Morning Sun Financial Services, the current fiscal agent for participant-directed services including Adult Attendant Care, In Home Supports, and Respite, will be transitioning to the use of electronic enrollment forms. The purpose of this transition is to streamline the fiscal agent enrollment process and to allow both the employees and employers of participant-directed services to easily access the forms needed for enrollment and to complete and sign forms electronically.

The platform used provides step-by-step guidance for the completion of the forms and allows for a more efficient enrollment experience. The electronic forms are accessible on computers, tablets, and smartphones, via Morning Sun's website at: <https://www.morningsunfs.com/states/south-carolina/>. If issues or questions arise as potential participant-directed employees or employers are completing these forms, Morning Sun can be reached via email at SCErollment@morningsunfs.com or by phone at 855-222-6772.

The newly implemented electronic forms will be utilized for all **new** enrollments moving forward. Individuals who are already enrolled with Morning Sun for the provision of participated-directed services **do not** need to complete these forms. Questions regarding this memo may be directed to Melissa Ritter, Director of Special Services, at mritter@ddsn.sc.gov.