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## MEMORANDUM

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

**FROM:** Lori Manos, Associate State Director-Policy *lm*

**DATE:** January 2, 2025

**RE:** Fiscal Agent Pay Date Change

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The purpose of this memo is to notify case management providers of an upcoming payroll pay date change for individuals providing participant-directed services through the ID/RD, CS, and HASCI Waivers. Currently, participant-directed employees providing Attendant Care, Respite, and In-Home Supports receive payment from Morning Sun fiscal agent weekly, on Fridays. Effective Tuesday, February 15, 2025, payment will be made on Tuesdays.

This change is a result of the frequent need for timesheet revisions due to errors. The current payroll schedule does not allow enough time for individuals to correct errors on submitted timesheets and resubmit them for payment during the same pay period.

Effective during the pay period beginning Sunday, February 2, 2025, the pay date will change from Fridays to Tuesdays. The pay date for the pay period starting on February 2, 2025 will be Tuesday, February 18, 2025.

### Details of the Change:

Current Pay Dates:	Fridays
New Pay Dates:	Tuesdays
Change Effective Pay Period:	February 2, 2025
New Pay Date Begins:	Tuesday, February 18, 2025

**Timesheets will continue to be due to Morning Sun by 12:00 PM; Noon EST on Mondays. Employees will continue to be notified of any necessary timesheet revisions as soon as possible after submission. Revised Timesheets are due before 12:00 PM (noon) on Thursdays to be processed for payment the following Tuesday.**

Morning Sun plans to notify both the employer of record and employees providing the service of this change by December 30, 2024.

Questions regarding this change may be directed to Melissa Ritter, Director of Special Services, at [mritter@ddsn.sc.gov](mailto:mritter@ddsn.sc.gov) or 803-898-5120.