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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 

DATE: April 21, 2025

RE: Fiscal Agent/Participant-Directed Services Reminders

The purpose of this memo is to provide reminders to Case Managers related to participant-directed services funded through the waiver. Morning Sun is the fiscal agent that processes payment directly to workers for participant-directed services which include Attendant Care, Respite and In-Home Supports (IHS).

Workers and employers of record must be approved by the appropriate “clearing house” before services can be authorized. For each participant-directed service, the case manager must complete the initial screening outlined in the appropriate waiver manual. The purpose of the screening is to ensure the participant or responsible party is eligible to serve as the employer of record.

Once the screening is complete and it has been determined that the waiver participant or his/her representative is eligible to serve as the employer of record, the case manager must forward a referral to the appropriate “clearing house”.

- **Respite:** The South Carolina Respite Coalition (SCRC) acts as the “clearing house” for this service, ensuring all requirements are met before the service is authorized. Once all requirements are met, SCRC refers the employer of record and the worker(s) to Morning Sun for enrollment.
- **Attendant Care:** The University Affiliated Program (UAP) acts as the “clearing house” for this service, ensuring all requirements are met before the service is authorized. Once all requirements are met, UAP refers the employer of record and the worker(s) to Morning Sun for enrollment.

- **In-Home Supports:** The case manager acts as the “clearing house” for this service, ensuring all requirements are met before the service is authorized. Once the case manager has ensured all requirements are met, he/she refers the employer of record and the worker(s) to Morning Sun for enrollment utilizing the “Fiscal Agent Referral Form”.

Once the initial requirements have been met, Morning Sun will work to enroll the employer of record and worker for fiscal agent services. The case manager will receive notification after Morning Sun has completed the enrollment process. Services must not be authorized until the enrollment process with Morning Sun is complete. Individuals (workers/employers) can work on the Morning Sun enrollment packet while the appropriate clearing house is ensuring requirements are met, however, services cannot be authorized until the clearing house and Morning Sun enrollment processes have been completed.

Morning Sun enrollment packets may be downloaded from the website: [Morning Sun FS Links for Employee and Employer Packets, Forms, and Documents](#). Forms are incidentally updated throughout the year, and downloading directly from the website ensures the most current version is accessed for completion. Failure to complete the most current version will result in processing delays.

Once Morning Sun has received all required documentation and enrollment is complete, the case manager will be notified that the service can be authorized. It is the case manager’s responsibility to ensure that all participant-directed workers and the identified employer of record have met the outlined requirements **before** a participant-directed service is authorized.

Questions may be directed to Melissa Ritter, Director of Special Services, at mrutter@ddsn.sc.gov or 803-898-5120.