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

FROM: Quincy Swygert, Chief Financial Officer 

DATE: December 21, 2023

RE: Transition of CLC Administrative Services Fiscal Agent Operations to Morning Sun Financial Services beginning November 2023

The purpose of this memo is to notify providers of a change in fiscal agents for self-directed services. Letters to waiver participants/responsible parties and workers have been sent out to notify of this change. This will necessitate termination of current electronic service authorizations and completion of new service authorizations.

Over the next several months, Charles Lea Center (CLC) Administrative Services 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). During this time, Morning Sun Financial Services 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. DDSN will complete the necessary terminations of current electronic authorizations made out to CLC Administrative Services, and then will issue new authorizations to Morning Sun Financial Services with the beginning date at the time of transition. This will occur over the next several months for approved and active authorizations ending on a future date.

New packet information (instructions and forms) for the employer (participant/family) and employee (worker) will be sent from Morning Sun Financial Services over the next several months. The new packet information will also be made available under business tools on the DDSN portal.

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.

Morning Sun Financial Services will coordinate with DDSN to attend a future meeting with Case Managers to review processes and answer any questions regarding this changeover.

Below is contact information for both entities as needed during this transition.

CLC Administrative Services (Charles Lea Center)
195 Burdette Street
Spartanburg, SC 29307
Phone: (864) 562-2345
Fax: (864) 562-2118
Correspondence Email: fiscal.agent@charleslea.org
Timesheet Submission email: pr.respite@charleslea.org

Morning Sun Financial Services of SC FMS
9400 Golden Valley Road Golden Valley, MN 55427
Website: <https://morningsunfs.com>

Thank you in advance for your assistance in this transition.