It is agreed by       that, pursuant to and in compliance with all conditions of its MO HealthNet Participation Agreement for Consumer Directed Personal Care Services, provider identifier      , will comply with the standards, policies, and procedures as required by the MO HealthNet Division (MHD) in providing Financial Management Services (FMS). It is agreed that the provider will deliver services and bill MO HealthNet only for FMS prior authorized by the Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS). As a MO HealthNet enrolled provider approved to provide Consumer Directed Services through an Independent Living Center or through a Personal Care Agency, submitting this addendum to a valid participation agreement with MMAC enables the provider to provide FMS.

It is understood that this addendum is only in effect during the period the provider’s MO HealthNet Provider Agreement for Consumer Directed Personal Care Services remains active. This addendum will be terminated in the event the MO HealthNet Participation Agreement for Consumer Directed Services is terminated by either the MMAC or the provider. Financial Institutions such as banks, accounting firms, and credit unions may enroll as an FMS Provider. Financial Management Service providers must comply with the requirements, philosophy and services as specified in Sections 208.900 through 208.930, RSMo and 19 CSR 15-8.

Financial Management Service (FMS) Providers must also meet the following requirements:

• Have at least one year of experience completing accounting and payroll activities including processing timesheets and issuing paychecks to employees and making the necessary state, local and federal deductions.

• Develop, implement and maintain an effective payroll system that adheres to all related tax obligations, both payment and reporting.

• Agency/organization must apply for and receive approval from the Internal Revenue Service to be an employer agent in accordance with Section 3504 of the IRS Code and IRS Revenue Procedure 70-6.

• Have an Internal Revenue Service federal employee identification number dedicated to the financial management service.

• Conducts criminal background checks and age verification on personal care attendants.

• Be accessible to assist consumers: have a telephone line with convenient hours, fax and internet access and a customer service complaint reporting system. Include alternative communication formats.

• Providers shall utilize all state plan services before delivering and billing for Independent Living Waiver services.

Print Company Name

Signature

Date