



EASTERN LOS ANGELES REGIONAL CENTER

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**LETTER OF INTEREST GUIDELINES
FINANCIAL MANGEMENT SERVICES (FMS)
SELF-DETERMINATION PROGRAM**

Eastern Los Angeles Regional Center (ELARC) is accepting applications for the following Purchase of Service (POS):

Service Codes / Types:

Service Code 315 FMS Fiscal Agent

Service Code 316 FMS Co-Employer

Service Code 317 FMS Fiscal/Employer Agent

Reimbursement: Rates set by the Department of Developmental Services, view rates at <https://www.dds.ca.gov/wp-content/uploads/2019/05/FMSRates-1.pdf>

Preferred Languages: Bilingual Spanish/English, Bilingual Cantonese/English, Bilingual Mandarin/English

Service Description:

Review the three models of FMS (Fiscal Agent, Co-Employer, and Fiscal/Employer Agent) at https://www.dds.ca.gov/wp-content/uploads/2019/05/FMS_Directive_20181221.pdf

For ELARC Participants in the Self Determination Program, the FMS help participants manage their individual budget and spending plan. The FMS does not control the budget or spending plan. The FMS supports participants by paying for the services they choose. Some of the ways an FMS can help are:

- Paying for services, including paying employees
- Assist with hiring employees
- Verifying provider qualifications
- Helping providers get criminal background checks, if needed
- Helping the participant comply with employment laws and tax requirements.

The FMS also makes sure the participant has funds to purchase needed services and support for the entire year. By law, the FMS is required to provide the participant and the regional center with a monthly expenditure report

General Requirements, include but not limited to:

Meet the applicable requirements in Sections 58884, 58886, and 58887 of Title 17 of the California Code of Regulations

File a bond with the vendoring regional center, issued by a surety company to the State of California as principal, in an amount that is no less than 20 percent of the total of all individual budgets for participants served by the FMS

Comply with all vendor requirements outlined in Section 54327 of Title 17, including reporting to the regional center any special incidents, as defined in this section that the FMS has knowledge of or that has been reported to the FMS by the participant, a service provider, or other person.

In addition to the [ELARC Cover Page](#) and [ELARC Statement of Experience and Qualifications Letter of Interest](#), Interested Parties Shall Submit:

No other documentation is required however when submitting ELARC Cover Page, ELARC Statement of Experience and Qualifications Letter of Interest, and above documents to LOI@elarc.org include "SDP FMS Services" in the subject line of the email.