

Annual Budget Review Process

Karen Bradbury
Director of Outreach

Michelle Nicholas
Budget Manager



FMCS Fees

The Fiscal Management Services & Counseling Services (FMCS) fee for The Arc increases every year on July 1.

- As of April 2024, the FMCS fee is \$205 per month
- As of July 1, 2024, the fee will increase to \$210.13

July 2022- June 2023	July 2023- June 2024	July 2024- June 2025	July 2025- June 2026	July 2026- June 2027
\$200.00	\$205.00	\$210.13	\$215.17	\$220.00

FMCS Fee Schedule for FY2025

Below is a screenshot of what the FMCS Fee section looks like in a Participant's budget.

Financial Management and Counseling Service (Required to Self-Direct)					
The Financial Management and Counseling Service (FMCS) is a service that is now a part of your budget . Choose from the Approved FMCS Agencies and include the rate per month provided by the FMCS. If the FMCS fees change in the middle of the year, include the rates in the two rows.	Chosen FMCS Agency	Rate per Month	# of Months	Budget Total	
	The Arc Central Chesapeake Region (The Arc CCR)				\$0.00
					\$0.00

FMCS Fee Schedule for FY2025

Annual Month FY25	\$205.00	\$210.13
January	6 months	6 months
February	5 months	7 months
March	4 months	8 months
April	3 months	9 months
May	2 months	10 months
June	1 month	11 months
July	12 months	
August	11 months	1 month
September	10 months	2 months
October	9 months	3 months
November	8 months	4 months
December	7 months	5 months

Budget Total

The total Person-Centered Plan (PCP) budget allocation from the approved PCP is entered into the box next to the red arrow.

- As items are added to the budget sheet, the middle box calculates the Self-Directed Services Budget Total.
- The third box signifies Unallocated Funds

Enter Approved DDA Budget Allocation from the DSA here		\$0.00	\$0.00
		<i>SDS Budget Total</i>	<i>Unallocated Funds</i>

Important Notes on Budget Dates



Budget Sheet Dates

- The Effective Date on the budget sheets **must match** the Effective Date on the PCP
- The Annual Implementation Date (AID) on the budget sheet is the date the annual PCP begins.
 - The Annual PCP Date on the PCP is *not* the same as the Annual Plan Date on the Budget Sheet

Important Notes on Budget Dates

Weeks & Months Remaining

- The budget sheet counts the number of weeks and months in a plan based on the dates entered.
- There are 52.143 weeks in a year.
- 52.140 weeks will not calculate the same as funding 52.143 weeks.



Examples of Incorrect Date Formats

Example 1

		PCP Status: Initial, Annual, Revised, or FMCS Change			
Name:		Effective Date:	7/1/2024 - 6/302024	Annual Plan Date:	7/1/2024
	Number of Months Left in Plan:		Number of Weeks Left in Plan: #####	Type of Waiver:	

Example 2

		PCP Status: Initial, Annual, Revised, or FMCS Change			
Name:		Effective Date:	7.1.2024	Annual Plan Date:	7.1.2024
	Number of Months Left in Plan:		Number of Weeks Left in Plan: #####	Type of Waiver:	

Example of Correct Date Format

The correct format for writing the date is M/D/YYYY

Name:	<u>Example Budget</u>	Effective Date:	<u>7/1/2024</u>	Annual Plan Date:	<u>7/1/2024</u>	
	Number of Months Left in Plan:	<u>12.00</u>	Number of Weeks Left in Plan:	<u>52.143</u>	Type of Waiver:	<u></u>

Formulas

- LTSS calculates funding in 15-minute increments for most services. These are called **units**.
- The FMCS's Budget Review Team converts the units into hours per week.
- **Unit to hours formula:**
 - $\text{Units} \div 4 = \text{Hours}$
 - $2088 \text{ Units} \div 4 = 522 \text{ Hours}$
- **Hours to weeks formula:**
 - $\text{Hours} \div \text{Weeks} = \text{Hours per Week}$
 - $522 \text{ hours} \div 52.143 \text{ weeks} = 10 \text{ hours per week for } 52.143 \text{ weeks}$

Example

- The dollar amount does not need to match the PCP, except for Upper Pay Limit Services.
- The number of hours must match the PCP.

Service and Provider	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total Units	Annual Service Cost
Personal Supports	40	168	184	168	168	176	184	160	184	176	168	184	128	2088	\$26,141.76
Scope: Services and supports are based on the approved waiver service scope and requirements as outlined in the provider implementation plan, HRST, nursing care plan														Frequency: Weekly	



Questions?

