

Mailboxes for Submittal & Processing

EMAIL ADDRESS	FUNCTION
SDSParticipants@fello.org	All participant-related documentation including plans, budget sheets, budget modifications, award letters, Family as Staff forms, Participant Agreements, and enrollment forms/inquiries **ALL REQUESTS TO INITIATE SERVICES**
SDSNewHirePackets@fello.org	All new hire paperwork, correspondence, and questions
SDSTrainingDocumentation@fello.org	All training certificates and updates including First Aid and CPR cards, Support Broker training certificates, etc.
SDSEmployeeRelations@fello.org	Termination forms, verifications of employment requests, unemployment inquiries, and workers' compensation claims
SDSEmployeeUpdates@fello.org	Employee change forms (demographic, service code or rate changes) and changes to direct deposit or tax withholdings
SDSVendor@fello.org	All vendor payment requests and supporting documentation
SDSMileage@fello.org	Mileage reimbursement requests
SDSHRSTAccessRequests@fello.org	HRST access requests for any self-directed participant served by Fello.
SDSVendorCompliance@fello.org	All vendor credentials required to process vendor payment requests as outlined on the Vendor Requirements form.