

AGENCY WITH CHOICE - CDCS/CSG

HOW TO TRANSITION FROM FSE TO FMS

Lifeworks

A nonprofit serving
people with disabilities

Support Manager contacts Case Manager to choose Lifeworks as FMS provider

1

Case Manager sends Service Authorization with new FMS Provider # to Lifeworks

2

Lifeworks and Support Manager meet to transition to Payroll Model

3

Attend a summit at Lifeworks

Support Manager and Lifeworks complete EIN paperwork to establish payroll model

4

Employees fill out new employment paperwork electronically

5

Virtual meeting via video conference or phone

Lifeworks enters the new Service Authorization into the system

6

Lifeworks links all employees to the new budget so time can be entered

7

Lifeworks connects employees to their new background studies at MN DHS

8