

# PAYROLL MODEL - CDCS/CSG

## HOW TO TRANSITION FROM FSE TO FMS

**Lifeworks**

A nonprofit serving people with disabilities

1  
Support Manager contacts Case Manager to choose Lifeworks as an FMS provider

2  
Case Manager sends Service Authorization with new FMS Provider number to Lifeworks

3  
Lifeworks enters the new Service Authorization in to the system

4  
Lifeworks links all employees to the new budget so time can be entered

5  
Lifeworks connects employees to their new background studies at MN DHS