

Westmoreland County  
Comparison Chart for Financial Management and Agency Services

	Agency	Agency With Choice	Vendor Fiscal	Vendor
Employer Authority	The agency is the employer.	Participant/Surrogate is the <b>managing employer</b> . The Financial Management Service is the common law employer. The FMS and participant or surrogate (representative) are joint-employers of SSWs; the FMS is the legal employer for human resources, payroll & quality assurance purposes.	The Participant/Surrogate is the <b>common law employer</b> .	Not applicable
Hiring Process	Agency has all legal responsibilities for hiring of Direct Care Staff and all aspects of service delivery in accordance with the services associated with the participant's Individual Support Plan. Some agencies will hire qualified Direct Care Staff referred by the Individual/family.	Participant or surrogate (representative) can recruit and interview Support Service Workers and refer prospective Support Service Workers to the FMS or select Support Service Workers referred to them by the FMS.	Participant or surrogate (representative) recruits, interviews, and hires qualified Support Service Workers.	Not applicable
Process Employment Documents	The agency is responsible for processing employment documents.	The agency is responsible for processing employment documents.	The Individual/ Surrogate is responsible for processing employment documents and then sending them to the agency.	Not applicable
Ensure Support Service Workers/Direct Care Staff Meet Qualification Criteria	Agency is responsible for verifying that all qualified Direct Care Staff meet the applicable provider qualification criteria for providing Waiver services, which includes conducting the required background checks.	The Financial Management Service is responsible for verifying that all qualified Support Service Workers meet the applicable provider qualification criteria for providing Waiver services including conducting the required background checks. Managing employer assists with the qualifications.	Participant or surrogate (representative) is responsible for ensuring all qualified Support Service Workers providing waiver services meet applicable provider qualification criteria; the FMS assists with this function as necessary and maintains documentation of qualification criteria. The FMS conducts criminal background checks, child abuse and FBI clearances.	Agency ensures vendors meet qualifications

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Develop Schedules	The agency facilitates a mutually agreeable schedule with the Individual/Surrogate and Direct Care Staff based on authorized services in the ISP.	Participant or surrogate (representative) develops work schedules for the qualified Support Service Workers with assistance from the Financial Management Service, as requested.	Participant or surrogate (representative) develops work schedules for the Support Service Workers based on authorized services in the ISP.	Not applicable
Coverage for Worker Vacancy	The agency is responsible for covering employee vacancies.	The Individual/ Surrogate is responsible for developing an emergency back-up plan to cover employee vacancies.	The Individual/ Surrogate is responsible for developing an emergency back-up plan to cover employee vacancies.	Not applicable
Develop Responsibilities	Agency develops employee responsibilities based on the ISP and manages the daily activities of the Direct Care Staff.	Financial Management Service develops Financial Management Service-related Support Service Worker responsibilities; participant or surrogate (representative) develops participant-specific Support Service Worker responsibilities based on the ISP and manages the daily activities of the SSW.	Participant or surrogate (representative) develops employee responsibilities based on the ISP, manages the daily activities of the Support Service Worker, develops job descriptions, completes evaluations, and maintains Support Service Worker personnel files.	Not applicable
Provide Training for Direct Care Staff/Support Service Worker	Agency provides and assures training for the Direct Care Staff.	Financial Management Service and participant or surrogate (representative) jointly provides Support Service Worker training. The FMS may not include additional training requirements that would delay or prevent the hiring of the Support Service Worker.	Participant or surrogate (representative) provides training to employees.	Not applicable
Employer skills training for the individual/surrogate	No specific “managing” training necessary.	The agency provides orientation and skills training on how to manage waiver services and how to perform as a managing employer of their SSW.	The agency provides employer skills materials and training to Individual/ Surrogate.	Not applicable

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Approve Timesheets	Agency is responsible for verifying timesheets within agency policies.	Participant or surrogate (representative) reviews, approves and signs qualified Support Service Worker's timesheet and submitting to the FMS; the FMS verifies information on timesheet against the authorized ISP.	Participant or surrogate (representative) reviews, approves, signs, and submits qualified Support Service Worker's timesheet to the Financial Management Service.	Not applicable
Prepare and Distribute Paychecks, and File and Deposit Required Federal, State, and Local Taxes and Insurances	The agency will prepare and disburse payroll checks for services rendered as per the authorized ISP. The agency will also withhold, file and pay Federal employment taxes, States income taxes	The FMS will prepare and disburse payroll checks for services rendered as per the authorized ISP. The FMS will also withhold, file and pay Federal employment taxes, States income taxes and workers compensation on behalf of the Participant/ Surrogate.	The FMS will prepare and disburse payroll checks for services rendered as per the authorized ISP. The FMS will also withhold, file and pay Federal employment taxes, States income taxes and workers compensation on behalf of the Participant/ Surrogate.	This agency (currently Pathways and Palco) will disburse checks to vendors for services provided.
Dismiss Worker, When Necessary	The agency is responsible for dismissing a Direct Care Staff with just cause without the consent of the Individual/ Surrogate.	Participant or surrogate (representative) may notify the FMS of desire to dismiss qualified Support Service Workers from the home and receive assistance from the FMS in performing this task, upon request. The FMS is responsible for terminating qualified Support Service Workers from the FMS. The agency is responsible for dismissing a Support Service Worker with just cause without the consent of the Participant/ Surrogate	Participant or surrogate (representative) may dismiss the participant's qualified Support Service Worker, when appropriate, without the FMS's consent	Not applicable
Wage Range	Agency sets wage based on State approved rate.	Participant/ Surrogate sets wage within the established range.	Participant/ Surrogate sets wage within the established range.	Not applicable
Benefits for Support Service Worker/Direct Care Staff	The agency is responsible for determining the Direct Care Staff benefit package according to agency policy.	The Participant/ Surrogate is responsible for determining the employee benefit package based on the Support Service Worker wage range sheet. The SSW is responsible for securing the benefits	The Participant/ Surrogate is responsible for determining the employee benefit package based on the Support Service Worker wage range sheet. The SSW is responsible for securing the benefits.	Not applicable

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Benefits of the service	The agency handles all employer responsibilities	<ol style="list-style-type: none"> <li>1. Provides a high level of choice and control over services and supports in the approved an authorized ISP</li> <li>2. Provides the option of functioning as a joint-employer</li> <li>3. Provides assistance with employer-related tasks (management of payroll, employment-related taxes, and payment of workers' compensation insurance; orientation/training on employer responsibilities; orientation/training of workers</li> <li>4. Participant/Surrogate chooses SSW wage within a range.</li> <li>5. Participant/Surrogate must meet qualification criteria to be a Managing Employer</li> <li>6. SSW can be trained by the agency or the participant/surrogate. Training occurs according to training needs specified in ISP.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provides a high level of choice and control over services and supports in the approved an authorized ISP</li> <li>2. Provides the option of functioning as a common law employer</li> <li>3. Provides assistance with employer-related tasks (that is, management of payroll, employment-related taxes, and payment of workers' compensation insurance; orientation and training on employer responsibilities.</li> <li>4. Participant/Surrogate chooses SSW wage within a range.</li> <li>5. Participant/Surrogate must meet qualification criteria to be Common Law Employer</li> <li>6. Participant/Surrogate provides all training to SSW</li> </ol>	Not applicable
Services Offered	See Guide to Locating Services and Service Providers	<ul style="list-style-type: none"> <li>• Home and Community Habilitation (Unlicensed)</li> <li>• Homemaker/Chore</li> <li>• Unlicensed Respite (includes respite camp)</li> <li>• Companion Services</li> <li>• Transportation (Mile) and Public Transportation</li> <li>• Assistive Technology</li> <li>• Specialized Supplies</li> <li>• Home Accessibility Adaptations</li> <li>• Vehicle Accessibility Adaptations</li> </ul>	<ul style="list-style-type: none"> <li>• Home and Community Habilitation (Unlicensed)</li> <li>• Homemaker/Chore</li> <li>• Unlicensed Respite (includes respite camp)</li> <li>• Companion Services</li> <li>• Transportation (Mile) and Public Transportation</li> <li>• Assistive Technology</li> <li>• Specialized Supplies</li> <li>• Home Accessibility Adaptations</li> <li>• Vehicle Accessibility Adaptations</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation (Mile)</li> <li>• Public Transportation</li> <li>• Assistive Technology</li> <li>• Specialized Supplies</li> <li>• Home Accessibility Adaptations</li> <li>• Vehicle Accessibility Adaptations</li> </ul>
Westmoreland County Providers	See Guide to Locating Services and Service Providers	Pathways	Palco	Pathways