

## Helping you use your budget wisely....

After you had your Person Centered Plan, you should have had a **budget** developed based on what your resources are and what your expenses will be.

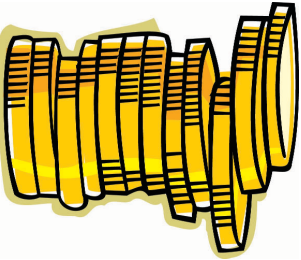
**Resources** are things like income from a job, Social Security or SSI, Food Stamps, Adult Home Help and funding from the Mental Health System.

Your **expenses** may be things like rent, food, staff, insurance, transportation, utilities, and home maintenance.



As your Fiscal Intermediary, The Arc of Western Wayne County can **receive** some of the money identified in the resource part of your budget, and **pay for** some of the items in the expense part of your budget.

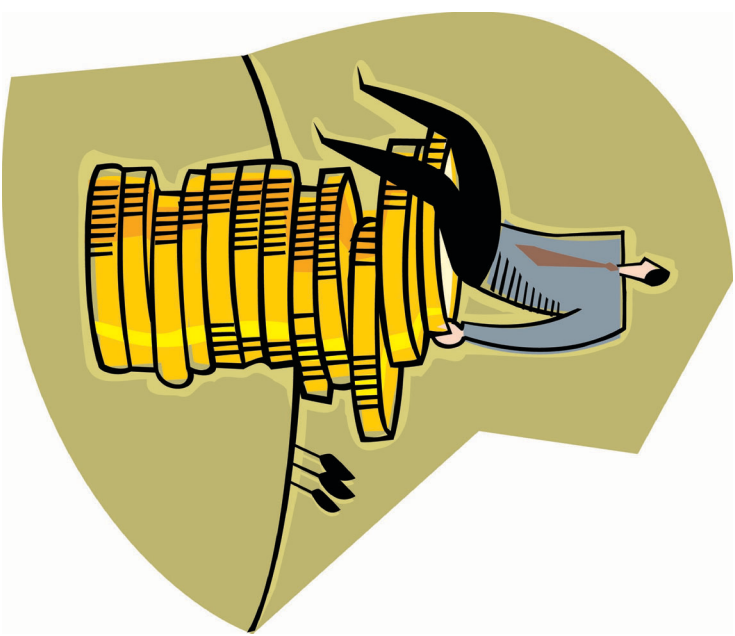
How involved we are with helping you manage your money is up to you.



The Arc of Western Wayne County  
2257 South Wayne Road  
Westland, MI 48186

The Arc of Western Wayne County

## Fiscal Intermediary Services



Helping you manage your Self-Determination Dollars

2257 South Wayne Road  
Westland, MI 48186  
734-729-9100  
734-729-9695 fax  
info@thearcww.org  
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# Here's What We Can Help You With

## Administrative Services

- Keep your dollars safe until payment needs to be made;
- Pay the people or agencies you have chosen as your service providers;
- Keep track of the dollars coming in and what we have paid for you;
- Give you a statement every month that shows how much you spent that month, and how much you have left to spend for the year.

## Employer Agent

- Take care of lots of paperwork for you that is important if you hire your own staff. For example:
- Obtain an Employer Identification Number
- Pay your staff, and take care of payroll, withholdings, taxes, W-2 Forms and Tax Statements
- Make payment to a Staffing Agent, if that is your choice.



## The Arc of Western Wayne County

has been acting as Fiscal Intermediary through CLS, Inc. since 1992. We believe that, as a person who receives services and supports from the Mental Health System, you and your family should be able to self-direct those services and supports based on what you want and need.

We work hard to provide good service to every person that chooses us as their Fiscal Intermediary. We will listen to **you** and your family, and work closely with the people that support you to live the life you want.

## Employment Support

For any staff that you choose to hire, The Arc of Western Wayne County will help you check to be sure they are good, safe people to have working for you in your home. For example, we will:

- Check their background to make sure they do not have a criminal record;
- Make sure that they have the training that you would like them to have in order to meet your needs, like CPR and First Aid, and training on Recipient Rights;
- Make sure they are old enough to be working for you, and that they are a United States citizen.

## Information and Guidance

If you want to hire your own staff, we can help you

- Recruit staff by advertising;
- Practice interviewing staff;
- Help you write a job description;
- Help you plan for emergency back-up staff.