



Financial Services Agency (FSA)
Milwaukee Center For Independence (MCFI)
2020 West Wells Street
Milwaukee, WI 53233
1(888) 800-5599
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Fiscal Services Agency (FSA) Role and Responsibility

IRIS participant Medicaid Cost-Share receipt and tracking:

- Receives and accounts for IRIS participant Medicaid cost-share payments.

IRIS Participant support related:

- Provides orientation and skills training regarding budget management;
- Maintains a telephone call center during regular business hours and message system after hours to answer participant or participant vendor questions.

Verifies continuing Medicaid eligibility as necessary.

IRIS Participant hired employees:

- Completes all new employee set up required forms (I-9, W-4 etc...);
- Completes criminal and caregiver background checks as required and interacts with participant and ICA as needed on results;
- Receives and processes participant authorized worker time sheets according to ICA approved support and services plan;
- Completes bi-monthly payroll on behalf of participant hired staff;
- Secures and pays workman's compensation insurance premiums, employee benefits as requested by participant employer;
- Pays all withholding taxes, Social Security tax withholding, garnishments, etc.

IRIS participant claims payment and reporting:

- Pays participant authorized invoices as submitted by participant according to ICA approved support and services plan;
- Provides monthly budget update reports to each participant and to ICA;
- Provides routine and special reports to DHS as requested;
- Interacts with ICA regarding participant budget and plan changes;
- Enters claims payment data into Encounter Reporting System.

Quality Management:

- Maintains agency quality management plan;
- Completes participant satisfaction survey.

Complaints or quality concerns: Contact Pat Keefer, Payroll Manager at MCFI: payroll@mcfi.net or 1-(888) 800-5599