

# Milwaukee County Children's Transfer Process

**Purpose:** To ensure transfers are handled orderly, timely and in accordance with all State and Federal laws along with FMS best practices, all transfers occur on a quarterly basis. Additionally, this document prescribes the documents and information that the prior FMS provider must send the new FMS provider along with the due dates to send that information. Transfer requests must be made in writing by the parent on or before the due date established in the Transfer Calendar for the transfer to occur in the corresponding transfer period

## Transfer Process:

1. Transfer requests must be made in writing by the parent and submitted to the service coordinator.
2. Service Coordinator notifies Milwaukee County along with the current and future FMS provider.
3. Current FMS sends all employer and worker information to the future FMS no later than 30 days before the transfer occurs. This information includes but is not limited to:

### Employer Forms/Information

1. Form SS4
2. Form 2678
3. Employer's EIN
4. Unemployment Insurance (UI) account number or a notation if exempt
5. Unemployment Insurance experience rate
6. List of all active workers

### Worker Forms/Information

1. Worker Demographics
2. Form W4
3. Form I9
4. Worker Relationship
5. DHS Background Check Disclosure (BID) – Form-82064
6. Most recent worker criminal and caregiver background check result
7. Orders for garnishment(s)
8. Year-to-date wages

4. Future FMS provider initiates contact with new member and their workers at least 30 days prior to the transfer effective date (all paperwork must also be received from current FMS provider before contact happens).
  - a. Member – discussion includes background on Premier FMS, transition dates and timeframe, education on electronic submission and discussion/refresher around role of employer and FMS
  - b. Worker – discussion includes background on Premier, transition dates and timeframe, education on electronic submission and timely submission requirements.
5. Future FMS provider mails transfer packet to member within 5 business days of contact with member and worker. Packet includes member specific forms (transfer letter with key dates and names of workers and prefilled 2678) and worker specific forms (work setup, direct deposit, rate agreement, payroll schedule and any missing or incomplete forms received from current FMS provider).
6. Milwaukee County sends Future FMS Provider with authorization(s) for transferring members no less than 10 business days before transfer effective date.
7. Premier contacts worker and member at least 3 days prior to the transfer effective date to enroll them in eTimesheets and mails start date letter and payroll schedule to worker and member.

<b>2020 Transfer Calendar</b>					
<b>FMS Transfer Request Deadline</b>	<b>Transfer Effective Date</b>	<b>First Pay Period</b>	<b>First timesheet due date</b>	<b>First timesheet pay date</b>	<b>First Full pay period</b>
October 31 <sup>st</sup> , 2019	December 16 <sup>th</sup> , 2019	12/16/19 – 12/21/19	12/27/2019	1/3/2020	12/22/19 – 1/4/20
January 31 <sup>st</sup> , 2020	March 16 <sup>th</sup> , 2020	3/16/20 – 3/28/20	4/3/2020	4/10/2020	3/29/20 – 4/11/20
April 30 <sup>th</sup> , 2020	June 16 <sup>th</sup> , 2020	6/16/20 – 6/20/20	6/26/2020	7/3/2020	6/21/20 – 7/4/20
July 31 <sup>st</sup> , 2020	September 16 <sup>th</sup> , 2020	9/16/20 – 9/26/20	10/2/2020	10/9/2020	9/27/20 – 10/10/20