



SENTINEL FOUR
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Self-Determination Program Participant & Financial Management Agreement

Participant First Name:

Participant Last Name:

UCI Number:

Participants DOB:

Regional Center Name:

Participant Address 1:

City:

Participants Address 2:

Zip Code:

Representative First Name:

Representative Last Name:

Phone:

Email:

Welcome to Sentinel Four, where we are committed to providing services to participants in the Self Determination Program. Sentinel Four is both unique and important. As part of your team, we know Sentinel Four plays a vital role in supporting and achieving goals through the Self Determination Program.

Our co-employer model allows for a distinctive relationship between Managing Members (Participants or their Appointed Representatives), the Employee of Record (Sentinel Four), and the Employee. This structure creates a dynamic and collaborative environment where each party's contributions are valued and essential.

Your commitment to professionalism, integrity, and excellence is what makes our services exceptional. We are proud to have you as part of the Sentinel Four team and are committed to supporting you in your role.

In order to best understand the information within the Participant Packet it is important to fully understand the definitions and distinct roles while working with Sentinel Four. As



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noted, in the Co-Employer Model there are two distinct roles: managing members (clients or their appointed representatives) and the employee of record (Sentinel Four).

Managing Members: Managing members, which include clients or their appointed representatives, have the authority to direct and manage the employee's daily tasks, duties, work hours, and compensation. They are responsible for overseeing the implementation of their individual service plans and ensuring compliance with program regulations.

Employee of Record (Sentinel Four): Sentinel Four serves as the employee of record, responsible for administrative tasks such as managing payroll, benefits, and ensuring compliance with state and federal laws. Sentinel Four acts as a support system, providing guidance and assistance to managing members and employees to facilitate a smooth and effective working relationship.

This distinction ensures that managing members have the autonomy to make decisions that impact on their services and support, while Sentinel Four handles the administrative aspects to ensure compliance and efficiency.

California State law [Welfare & Institutions Code §4685.8(d)(3)(E)] requires that participants in the SDP use an FMS. An FMS provides support in many ways including, but not limited to, paying service providers, obtaining documentation, ensuring providers are qualified, and reporting to the participant and regional center to help inform the budget. The FMS will also act a payroll agent in the Co-Employer and Sole Employer models and obtain proper insurances for employees under the Co-Employe model. Additionally, the FMS ensures compliance with Electronic Visit Verification (EVV) for all employees providing services to participants we serve.

The FMS does not control the budget; the FMS supports participants in paying for the services they choose. Sentinel Four is paid a fee to operate as your FMS; however, these fees are not paid out of your individual budget. All fees are paid for by the Regional Center.



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Definition: Bill Payer | Co-Employer | Sole Employer

BILL PAYER (BP)

A Participant or their elected Representative may elect the Bill Payer model through the Regional Center when goods or services are purchased, and the Participant or their elected Representative will not hire an employee. Sentinel Four, the FMS provider, pays for Goods and Services listed in the Spending Plan. No employer/employee relationship exists between Sentinel Four, the service provider, or the participant.

CO-EMPLOYER (CE)

Under the Co-Employer model the FMS still pays for Goods and Services, but the model also allows Participant or their elected Representative to have the freedom to hire staff. Under this model, Sentinel Four will act as an employer to ensure proper payroll procedures (regular wages, overtime, taxes, etc.) are followed and will secure proper insurances as the employer (i.e. worker's compensation). The Participant or their elected Representative is responsible for making recommendations on hiring and terminating employees. Participants oversee choosing, interviewing and ultimately deciding which staff to hire. Participants will set expectations, create schedules, and work with employees to determine their duties.

While the ultimate Managing Responsibility comes from the Participant or their elected Representative, Sentinel Four, as the co-employer retains the right and responsibility to terminate an employee.

SOLE EMPLOYER (EA)

Under the Sole Employer (or Employer Agent - EA) model, participants are the direct employer of staff they choose to hire. Sentinel Four acts as an Employer Agent for the purposes of processing payroll (regular wages, overtime, taxes, etc.) to ensure compliance with applicable laws. In this model, however, participants must obtain proper employment insurances to be in compliance with applicable laws (i.e. worker's compensation).



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Description of Services

Sentinel Four's support to participants includes but is not limited to the following services:

Managing Budgets

1. Review budgets and deliver monthly spending reports. Monthly spending reports are sent to both the participant and the Regional Center.
2. Sentinel Four will provide access to the Participants Portal. This will allow the participant to view and review receipts, invoices, purchases requests and all other documents related specifically to the participant's engagement with Sentinel Four.
3. Verify services are HCBS compliant with documentation from the Regional Center prior to issuing payment.

Managing Vendor and Worker Onboarding

1. Sentinel Four will provide Independent Service Providers and Employers with onboarding documentation and ensure all required forms are completed and received. Initiate, process and review all background material for those service providers required to obtain a background check.
2. Sentinel Four will complete required checks of Federal and State exclusion lists for service providers. Verify service provider certification and/or licensure when applicable.
3. Sentinel Four will verify employment eligibility through I-9 paperwork and eVerify.

Managing Payroll and Taxes

1. Sentinel Four will create payroll schedules for participants and their employees process timesheets and payroll according to payroll schedule.
2. Complete direct deposits to employee's accounts on bimonthly basis.
3. Make payroll adjustments when necessary.
4. Follow state and federal wage and hour rules for regular and overtime wages.
5. File and deposit quarterly and annual reports (i.e. 940, 941, etc.).
6. Issue W-2's to employees and 1099 to service providers at year end.

Managing Participant Onboarding

1. Sentinel Four will provide new participants with preformatted enrollment packets.
2. Educate and coach participants on various aspects of the Self Determination Program.



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- a. How to review monthly budget reports provided by Sentinel Four.
 - b. Requirements related to eligible goods and services such as background checks, service verification, purchase requests, spending plans specifications, etc.
 - c. Employment laws, overtime rules, timesheets, EVV and insurance requirements. (CE and EA models).
3. Processes IRS form SS-4, 2678 and 8821 and obtaining EIN for participant (EA model).
 4. Sentinel Four will obtain worker's compensation and liability insurance under the Co-Employer model only.
 5. Provide participants and/or their representative with their requirement to obtain proper insurance as the employee of workers under the Sole Employer model.
 6. Sentinel Four will provide necessary payroll documentation to participants in the Sole Employer model for annual insurance audits and will provide guidance when necessary.

Onboarding Process

Service Provider Onboarding

When a participant selects a service provider (i.e. business that provides services) and the service provider is in the participants certified spending plan, Sentinel Four will send the service provider Sentinel Four's onboarding paperwork electronically.

When all necessary documents are completed and all required documents (licensure, business license, etc.) are received, Sentinel Four places the service provider's paperwork in a designated electronic storage file for record keeping and notifies the participant they are cleared to obtain services from that service provider.

It is the Participant or their elected Representative responsibility to contact the service provider to schedule services. The Participant or their elected Representative and service provider shall agree to the terms and costs of those services. The vendor will generate invoices and provide them to the Participant or their elected Representative. Sentinel Four will pay those invoices after they are received. Sentinel Four cannot pay for services without documentation of service provided.



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Sentinel Four will make attempts to contact the service provider via phone and email when applicable to obtain necessary documentation before beginning services. In some instances, if service providers are not responsive or do not complete all required documents, Sentinel Four will ask for assistance from the participant to encourage the provider to complete paperwork. If a service provider either refuses to complete or inadequately completes onboarding paperwork, the participant cannot utilize that service provider for services. If this happens, Sentinel Four will notify the participant of their inability to utilize that service provider.



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Employee Onboarding (Co-Employer and Sole Employer Models)

When a participant selects an employee and the employee is in the Participant's certified spending plan, Sentinel Four will send the employee Sentinel Four's onboarding paperwork electronically. This includes documents necessary to be a W-2 paid employee of sentinel four (CE Model) or a W-2 paid employee with Sentinel Four acting as the participants payroll agent (EA).

All employees regardless of relationship must also complete a background check. When all necessary documents are completed, all required documents (licensure, business license, etc.) are received, and the background is complete, Sentinel Four places the employee's paperwork in a designated electronic storage file for record keeping and notifies the participant they are cleared to obtain services from that employee.

Keep in mind that hiring employees takes time, especially when considering the amount of time it takes to complete a background check.

It is the participants responsibility to contact the employee to set a schedule. The participant and employee shall agree to the terms and costs of those services and complete an agreement document outlining wage rate and a description of services. After services are complete, the participant will approve timesheets before they are processed by Sentinel Four.

Sentinel Four will make several attempts to contact the employee via phone and email when applicable to obtain necessary documentation before services can begin. In some instances, if employees are not responsive or do not complete all required documents, Sentinel Four will ask for assistance from the participant to encourage the employee to complete paperwork. If an employee either refuses to complete or inadequately completes onboarding paperwork, the participant cannot utilize that employee for services. If this happens, Sentinel Four will notify the participant of their inability to utilize that service provider.



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I, _____, the Participant or their elected Representative hereby acknowledge that I have received, read, and understood the Sentinel Four SDP Participant Agreement. I understand the policies, procedures, and expectations set forth by Sentinel Four as my Financial Management Service Provider. I recognize the unique and important role I play within the co-employer model, working alongside managing members (clients or their appointed representatives).

I agree to perform my duties as outlined in the SDP Participant Agreement and to immediately address any issues or concerns that arise through the appropriate channels at Sentinel Four.

I understand that while Sentinel Four is responsible for administrative aspects such as payroll, benefits, and compliance with state and federal laws, it is not liable for the day-to-day management decisions made by managing members, including but not limited to tasks, duties, hours, and pay.

I commit to upholding the values and standards of professionalism, integrity, and excellence expected at Sentinel Four and to actively contribute to a respectful and effective working environment.

Signature: _____

Date: _____



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MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding Between Participant and Sentinel Four

I, _____ (Participant/Representative Full Name), am enrolled in the California Department of Developmental Services (DDS) Self Determination Program (SDP). I have chosen **Sentinel Four** as my Financial Management Services provider commensurate with my enrollment in the SDP. By utilizing Sentinel Four as my FMS and participating in the Self Determination Program, I understand and acknowledge that my responsibilities as a participant include but are not limited to the following:

For Participants of All FMS Models (Initial by Each Line)

_____ All services I receive must be included (specifically named) on the APPROVED SPENDING PLAN

_____ I cannot utilize any services until Sentinel Four has confirmed receipt of all completed documents and necessary backgrounds (when applicable).

_____ I will regularly monitor budget reports sent to me by Sentinel Four and understand Sentinel CANNOT pay for goods or services that exceed budgeted amounts.

_____ I understand that Sentinel Four CANNOT authorize any reimbursements to participants or their representatives.

_____ I understand that Sentinel Four will not pick up, store or deliver any goods. Items must be picked up by the participant or shipped directly to them.

_____ Sentinel Four is not responsible for dissatisfaction with the goods or services if ordered correctly.

_____ Sentinel Four may pre-pay for services (i.e. camps, classes, etc.). If Sentinel Four pre-pays for a service and the participant does not attend, the participant may not be able to receive a refund.

_____ I understand that Sentinel Four may provide my spending plan and budget information to service providers when requested.



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I understand that Sentinel Four cannot make purchase of goods without a complete "Purchase Request Form."

I understand that Sentinel Four cannot pay service providers without proper documentation. Should service providers provide an incomplete or insufficient invoice, participants may have to assist Sentinel Four in having service providers submit complete invoices.

I will notify Sentinel Four at least thirty (30) days in advance of my intent to either leave the Self Determination Program or leave Sentinel Four for another Financial Management Service.

I understand that Sentinel Four only accepts invoices via email. To ensure service providers are paid in a timely manner, I will ensure invoices are sent to: invoice@sentinel4.com

I understand that under the Co-Employer and Sole Employer models, I employ staff that may provide services to me in my home or other location. I will provide a workplace free from hazards and will comply with standards, rules and regulations issued under the Federal Occupational Health and Safety Act as well as any state laws. Part of this responsibility includes the requirement that I regularly examine workplace conditions to make sure they conform to applicable OSHA standards. A copy of these standards can be found at www.osha.gov/laws-regs.

I understand that Sentinel Four is not responsible for supervising my employees under either FMS model and that Sentinel Four cannot be held liable for any act of negligence, neglect or mistake by my employee whether that causes me physical or financial harm. Sentinel Four is responsible reporting special incidents to the Regional Center but is not responsible for the actions of my employees.

I understand that I am responsible for procuring qualified staff. This can be done with the assistance of others on my SDP team. I will interview potential employees and make decisions on whether to hire them. Sentinel Four will assist in determining their qualifications to provide service but will not assist in locating potential staff.

I understand that if Sentinel Four decides that potential employees do not possess the proper qualifications or don't meet background requirements to provide the services I need, Sentinel Four cannot onboard them and pay them for their services.



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I understand that I am responsible for defining job duties, setting expectations, completing evaluations and training my employees. I will supervise my staff during their day-to-day activities and provide appropriate feedback to ensure that I am receiving quality support.

I understand that I am responsible for scheduling staff and approving their timesheets for payroll and EVV purposes. I will monitor employee(s) work schedules to ensure compliance with California labor laws specifically regarding rest and meal break periods. I will minimize overtime expenses and prevent employees from working seven (7) consecutive days in any give work week.

I understand that Sentinel Four processes payroll twice per month according to a schedule they provide to me. If I do not approve timesheets within the set timelines, this may cause a delay in paying my staff.

I understand that Sentinel Four (under Co-Employer model) and participants (under Sole Employer model) must provide employees with sick leave per California law. This includes up to 40 hours of paid time off per year.

I will provide Sentinel Four at least two weeks in advance of my intent to terminate and employee (except in emergencies). I will notify Sentinel Four immediately of an employee's intent to resign and ensure that Sentinel Four can process final payroll in accordance with payroll law.

By signing below, I signify that I have read, understand and agree to the terms of this memorandum of understanding and that I understand the services Sentinel Four will provide to me and the responsibilities I have while participating in the SDP program.

Participants Name:

Signature:

Representative / Conservator Name:

Signature:



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CA Self Determination 2024 Employee and Vendor Payroll Schedule

For Service Providers (businesses)

Electronic Submission Only - Invoices must be sent to invoice@sentinel4.com Service Providers may submit invoices monthly or bi-monthly.

For Participants/Employees enrolled in the Co-Employer/Sole Employer Model Timesheets will be submitted and approved through Sentinel Four's digital timekeeping system.

Pay Period	Pay Period Starts	Pay Period Ends	Due Date	EFT/ACH Sent
1	1/1/2024	1/15/2024	1/18/2024	1/26/2024
2	1/16/2024	1/31/2024	2/3/2024	2/11/2024
3	2/1/2024	2/15/2024	2/18/2024	2/26/2024
4	2/15/2024	2/29/2024	3/3/2024	3/11/2024
5	3/1/2024	3/15/2024	3/18/2024	3/26/2024
6	3/15/2024	3/31/2024	4/3/2024	4/11/2024
7	4/1/2024	4/15/2024	4/18/2024	4/26/2024
8	4/15/2024	4/30/2024	5/3/2024	5/11/2024
9	5/1/2024	5/15/2024	5/18/2024	5/26/2024
10	5/15/2024	5/31/2024	6/3/2024	6/11/2024
11	6/1/2024	6/15/2024	6/18/2024	6/26/2024
12	6/15/2024	6/30/2024	7/3/2024	7/11/2024
13	7/1/2024	7/15/2024	7/18/2024	7/26/2024
14	7/15/2024	7/31/2024	8/3/2024	8/11/2024
15	8/1/2024	8/15/2024	8/18/2024	8/26/2024
16	8/15/2024	8/31/2024	9/3/2024	9/11/2024
17	9/1/2024	9/15/2024	9/18/2024	9/26/2024
18	9/15/2024	9/30/2024	10/3/2024	10/11/2024
19	10/1/2024	10/15/2024	10/18/2024	10/26/2024
20	10/15/2024	10/31/2024	11/3/2024	11/11/2024
21	11/1/2024	11/15/2024	11/18/2024	11/26/2024
22	11/15/2024	11/30/2024	12/3/2024	12/11/2024
23	12/1/2024	12/15/2024	12/18/2024	12/26/2024
24	12/15/2024	12/31/2024	1/3/2025	1/11/2025