



## In This Issue

Call Reference Number

Domestic Employment

Mi Via Vendors and Employees

Completing Paperwork

Reminder: Employer of Record

Payment for Mileage

FOCoSonline Training

Dates to Remember in November

Mi Via Circle of Support

## Call Reference Number

When calling Xerox, you should be provided with a Call Reference Number (CRN). This number is the reference number associated with the call. If you are not provided with a CRN, please ask the representative for this number.

## Domestic Employment

Internal Revenue rules for the tax treatment of Domestic Employees can be complicated. Generally speaking Domestic Employees include the following:

Household work is work done in or around your home. Some examples of workers who do household work are:

- Babysitters
- Caretakers
- Cleaning people
- Domestic workers
- Drivers
- Health aides
- Housekeepers
- Maids
- Nannies
- Private nurses
- Yard workers

If you have employees paid through the Mi Via program they are Domestic Employees. Generally if Domestic Employment wages are paid to any of the following, then you do not pay certain employment taxes (Medicare, Social Security, Federal and State Unemployment):

- Your spouse,
- Your child under the age of 21,
- Your parent

There are exceptions and additional analysis to this simplified summary is necessary. Domestic Employees paid through the Mi Via Program complete a "Declaration of Relationship Form" that provides the information necessary to determine the correct "Familial Relationship Status" and tax treatment. **The Declaration of Relationship is between the Employer and Employee (not the Participant if someone else is the Employer).** The determination of the correct tax treatment is required by the IRS and is not the choice of the employer or employee.

## Mi Via Vendors and Employees

The Mi Via Waiver Program, serving both those with Intellectual/Developmental Disabilities and Medically Fragile conditions has grown! The Program is now serving well over 750 Participants. As the program has grown, there has also been an increase within the Mi Via system of supports, including Vendors and Employees. Please be advised that per Mi Via Regulations, those providing Mi Via services may market their services, but are prohibited from soliciting eligible recipients under any circumstances. As part of the marketing process, Vendors and Employees can contact Mi Via Consultant Agencies for inclusion into the Consultant Agency's Community Resource Directory.

## Mi Via

### Contact Information:

**Phone:** 1-866-916-0310  
8:00 am to 5:00 pm Mon. - Fri.

**Toll-free Fax:** 1-866-302-6787

**E-mail:** [mi.via@xerox.com](mailto:mi.via@xerox.com)

**Web:** <http://www.MiViaNM.org>

### Physical Address:

1720-A Randolph Rd SE  
Albuquerque, NM 87106

If you would like to sign up for training to use FOCo**Online** to review/approve timesheets and check your budget, call Mi Via at 1-866-916-0310

### Note:

The Mi Via Advisory Committee works with the State to share information and help with communication among all Mi Via Participants.

Molina Healthcare is the Third Party Assessor (TPA) for Mi Via. They are responsible for reviewing and approving the Service and Support Plans (SSP).

## Completing Paperwork

To avoid delays of employee or vendor payments, please use blue or black ink when completing paperwork. Other colors of ink are not dark enough once paperwork is faxed or scanned to Xerox for processing.

## Reminder: Employer of Record

An EOR may not be paid for any other services utilized by the eligible recipient for whom he or she is the EOR, whether as an employee of the eligible recipient, a vendor, or an employee or contractor of an agency. An EOR makes important determinations about what is in the best interest of the eligible recipient, and should not have any conflict of interest. An EOR assists in the management of the eligible recipient's budget and should have no personal benefit connected to the services requested or approved on the budget.

## Payment for Mileage

Make sure to complete the mileage form in its entirety. The top portion includes the driver's (employee) name, the last four digits of their social security number, the participant's name and date of birth, and the employee's vehicle year, vehicle model, driver's license number and license plate number.

The next portion of the form must include the date of trip, location from and to, odometer starting and ending number, total number of miles, and purpose of the trip. In the purpose of the trip section, the employee or vendor writes in the reason they are driving (for example, driving to the community center). Please remember that Self-Direction is unable to pay for medical transportation (for example, to/from a medical doctor's office). Please see the Code of Federal Regulations, 42 CFR §431.53 for further details.

Both the Driver and Employer need to sign and date the Mileage Form.

Please contact the Self-Direction Help Desk at 1-866-916-0310 for assistance or if you would like a toolkit to help you complete the form.

## FOCo**Online** Training

You can now take the FOCo**Online** training on your own, at any time, from the Mi Via website home page at <http://mivianm.org>. A list of frequently asked questions and a training manual is also included.

If you are an employer, please take the Employer training Parts I & II. If you are an employee, you only need to take the Employee training.

Please complete the quiz at the end of the training to help you review the information. You will receive a FOCo**Online** Account Authorization form, once the training is completed. You will need to complete this in order to login to FOCo**Online**.

Please note, for employees, your Employer must also have access to FOCo**Online** so they can approve your timesheet.

## Dates to Remember in November

# November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
October 26	October 27	October 28	October 29	October 30	October 31 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	1 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 11/14 payment; new pay period begins</i>
2	3	4	5	6	7 <i>Vendor Checks Received or Deposited</i>	8 <i>Deadline to submit PRFs for 11/21 payment</i>
9	10	11	12	13	14 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	15 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 11/28 payment; new pay period begins</i>
16	17	18	19	20 <i>Spending Reports Mailed to EORs</i>	21 <i>Vendor Checks Received or Deposited</i>	22 <i>Deadline to submit PRFs for 12/5 payment</i>
23 <hr/> 30	24	25	26	27 <i>Xerox and State Offices Closed</i>	28 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	29 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 12/12 payment; new pay period begins</i>

# Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-508-5524	<a href="mailto:aaapd4@gmail.com">aaapd4@gmail.com</a>	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Gale Idstein	575-650-0053	<a href="mailto:gidstein@cnragusa.com">gidstein@cnragusa.com</a>	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward Jacob Patterson	1-866-786-4999	<a href="mailto:sandraw@consumerdirectonline.net">sandraw@consumerdirectonline.net</a> <a href="mailto:jacobp@consumerdirectonline.net">jacobp@consumerdirectonline.net</a>	All of New Mexico
Los Amigos, LLC	Sergio Garcia	1-888-843-2621	<a href="mailto:Sergio@losamigosbs.com">Sergio@losamigosbs.com</a>	Metro and NE
Self-Directed Choices	Don Skaar	505-508-1663 or 877-464-1252	<a href="mailto:don@sdchoices.com">don@sdchoices.com</a>	All of New Mexico
UNM Center for Development and Disability (CDD)	Vonnie Sachse	505-272-4631	<a href="mailto:vsachse@salud.unm.edu">vsachse@salud.unm.edu</a>	All of New Mexico
<b>Human Services Department / Medical Assistance Division – Exempt Services and Program Bureau</b> PO Box 2348, Santa Fe, NM 87504-2348, Toll-free Phone: 1-888-997-2583, Fax: 505-827-7277 Manages the FMA /Xerox contract and the TPA/Molina contract				
<b>Melanie Buenviaje</b>	<b>Mi Via Unit Staff Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-827-3176	<a href="mailto:Melanie.buenviaje@state.nm.us">Melanie.buenviaje@state.nm.us</a>	
<b>Betty Sangre</b>	<b>Participant Issues Resolution &amp; Eligibility</b> Functions: HSD/ISD Issues, Molina TPA Issues	505-476-7255	<a href="mailto:betty.sangre@state.nm.us">betty.sangre@state.nm.us</a>	
<b>Department of Health / Developmental Disabilities Supports Division</b> 5301 Central NE, Suite 203, Albuquerque, NM 87108. Phone: 1-800-283-5548 Operates the Mi Via Program for Developmental Disability (DD) and Medically Fragile (MF) Populations Oversees consultant agency contracts				
<b>Christine Wester</b>	Functions: Consultant Agency oversight, LRI Approvals, Consultant Oversight and Issues, Fair Hearings	505-841-5510	<a href="mailto:christine.wester@state.nm.us">christine.wester@state.nm.us</a>  Fax: 505-841-6523	
<b>Marie Velasco</b>	Functions: Environmental Modifications (E-mods), Waiver Change Forms, Consultant Agency Change Forms, Allocation Issues,	505-841-2917	<a href="mailto:marie.velasco@state.nm.us">marie.velasco@state.nm.us</a>  Fax: 505-841-5546	
<b>Iris Clevenger</b>	Functions: Waiver Change Forms (Medically Fragile), Consultant Agency Change Forms (Medically Fragile), Allocation Issues (Medically Fragile)	505-841-2913	<a href="mailto:iris.clevenger@state.nm.us">iris.clevenger@state.nm.us</a>  Fax: 505-841-2987	
<b>Regina Lewis</b>	Functions: Allocation Issues, Fair Hearings, Consultant Oversight/Issues, Participant Issues, LRI Coordination	505-851-5519	<a href="mailto:regina.lewis@state.nm.us">regina.lewis@state.nm.us</a>  Fax: 505-841-6523	
<b>Molina Healthcare of New Mexico</b> 8801 Horizon Blvd, Albuquerque, NM 87113. Phone: 1-800-377-9594 ext. 180921				
<b>Kim Shipman</b>	<b>Mi Via Ombudsman</b> Functions: Working in collaboration with the Participant, their consultants and advocates to resolve any reported issues, assist with navigating through Molina Healthcare internal processes and collaborating with Molina Healthcare internal department staff to resolve reported issues, which may include forwarding specific questions on a submitted budget or level of care to a Mi Via staff person for handling.	505-348-0921	<a href="mailto:kim.shipman@molinahealthcare.com">kim.shipman@molinahealthcare.com</a>	