

If you would like additional information about the Payroll & Billing Agent services provided by Developmental Services of Northwest Kansas, call or e-mail:

LeeAnn Schmidtberger
Office: (785) 625-5678
Toll free: (800) 637-2229
LeeAnn_Schmidtberger@notes1.dsnwk.org



For more information about DSNWK or for an application for services from DSNWK, contact:

Janet Pfanenstiel
Office: (785) 625-5678
Toll free: (800) 637-2229
Janet_Pfanenstiel@notes1.dsnwk.org

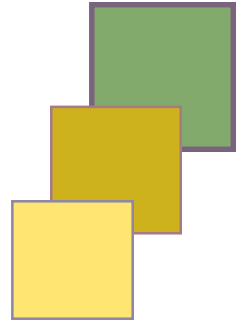


Our Mission

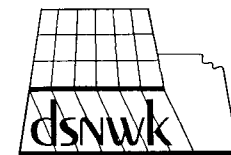
We advocate with persons with disabilities and those who care about them, by planning and supporting a life of dignity, interdependence, and personal satisfaction in the community.



Developmental Services of Northwest Kansas, Inc.



Payroll and Billing Agent Services



P.O. Box 1016
Hays, KS 67601
(785) 625-5678
(800) 637-2229



For more than 35 years, Developmental Services of Northwest Kansas has opened many doors of opportunity for people with disabilities in northwest Kansas. DSNWK is proud of its long history and its creation of a slate filled with accomplishments.

When it comes to managing your Home and Community Based Service/MR Waiver (HCBS/MR) funds, it's important to know that you have a choice of service providers and services. Developmental Services of Northwest Kansas offers Payroll & Billing Agent services to individuals who self-direct their care or become licensed providers within the DSNWK/CDDO area*.

* Affiliation with DSNWK as a CDDO is a prerequisite for requesting Payroll/Billing Agent services through DSNWK.

The Payroll & Billing Agent bills Medicaid for the services the individual receives. A Payroll & Billing Agent also performs payroll as well as required tax and insurance withholding functions for others. They pay the Provider's employee(s) and ensure the employee(s) are paid according to the service provided and the documented hours worked.

The Payroll & Billing Agent makes the required withholdings from the employee's pay, such as state taxes, federal taxes, and Social Security. In addition, the Agent pays the Provider's Worker's Compensation and Unemployment Insurance expenses from the funds received from Medicaid. While the Payroll & Billing Agent performs many functions for the Provider, the Provider is the employer of record for their employees.



DSNWK's staff are service oriented and knowledgeable on the payroll/billing procedures and guidelines. Qualified staff are available to assist the Provider in completing the necessary documentation to establish themselves as a Kansas Employer as well as an authorized Medicaid provider. The advantages of using a payroll/billing agent include:

- Having more time available for service provision, instead of doing paperwork
- Reduced paperwork
- Quarterly and year end tax reports are completed and filed with the IRS for the Provider
- Annual financial accounting is provided to the Provider
- Provider is not required to have access to computer technology
- Provider is not required to keep up-to-date on rules and regulations for payroll processing and billing Medicaid for services provided