



We can be **independent** when we do it **together**.

Welcome to the ACES\$ Advantage!™

ACES\$ Financial Management Services will be the payroll provider for Magellan Complete Care of Virginia (MCC of VA) as part of its participation in the Virginia Department of Medical Assistance Services (DMAS) Coordinated Care Plus (CCC+) Program. This means your Attendant(s) will receive their paychecks from ACES\$ after approved timesheets are submitted.

In this package please find forms to assist us with establishing you as the Employer, ACES\$ as your payroll provider and the individuals you have identified to work for you as your Attendants. **As part of enrolling with ACES\$, it is important that we receive completed Employer and Attendant Enrollment Packets back as soon as possible.**

Included in this packet please find:

- Employer Packet with Checklist and Instructions
- Attendant Packet(s) with Checklist and Instructions
- Member Care Quick Fact Brochure and Payroll Schedule
- Return Envelope for all completed Employer and Employee paperwork.

If you need additional packets, please feel free to make copies or contact us.

Please fill out the Employer packet and have your attendant(s) fill out an Employee packet. Then mail back your completed packet and all completed Employee packet(s) back to ACES\$ in the prepaid return envelope we included for your convenience.



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Please be aware that we must conduct a bank enforced pre-note test on all direct deposit accounts. This means that for Attendants receiving direct deposit, their **first check will be a paper check**.

If you have any questions, please do not hesitate to call or email us. We are here to assist you in the completion of these packets and answer any questions you may have about the process.

Member Care Hotline: 1 (833) 955-4545

EMAIL: SupportVA@mycil.org

To view a sample of a completed packet please visit www.mycil.org

We hope to make this transition process as seamless as possible. Thank you for your attention to these matters.

We are sincerely excited to be your new payroll services provider and look forward to working with you!

Regards,

A handwritten signature in black ink that reads "Tim Moran".



Tim Moran
Chief Executive Officer
ACES\$ Financial Management Services