

Mi Via and Employer of Record (EOR)

An overview of the role and responsibilities of the Employer of Record (EOR) in Mi Via

Mi Via Consultants

What is an Employer of Record (EOR)?

The Employer of Record (EOR) is responsible for directing the work of employees of a Mi Via Participant, including recruiting, hiring, managing and terminating all employees. They also track expenses, approve timesheets for payroll, approve mileage forms and sign Payment Request Forms (PRF) for goods and services.

If a Mi Via Participant chooses to hire employees, they will need to become an Employer of Record (EOR) or find someone else to be their EOR. If the Participant uses vendors only, they do not need to have an EOR. An EOR works to:

- Ensure the delivery of services, supports and goods as approved in the Service and Support Plan (SSP)
- Find, interview and hire employees, including making sure paperwork and background checks are completed and submitted to the Financial Management Agency (FMA) Conduent
- Provide training and direction to employees
- Schedule employees, review/approve timesheets using FOCoS on the computer within given time limits, and work with Conduent on any issues
- Report any incidents of abuse, neglect or exploitation to the Department of Health (DOH), Division of Health Improvement (DHI)

Important information about being an EOR

Participants and their family determine who will be their EOR.

- An EOR may be the Participant, a parent, a family member, a guardian, or a trusted friend.
- A Participant may choose to be their own EOR, unless they are a minor or have an authorized representative over financial matters in place. If there is a plenary or limited guardianship or conservatorship over financial matters in place, the Participant may not be their own EOR.
- An EOR cannot be paid through Mi Via.
- The selected EOR completes and submits the EOR packet from Conduent.

The role of Authorized Representative

The Authorized Representative is someone designated to represent and act on the participant's behalf. They can speak with Mi Via companies and sign for the Participant.

Paperwork is submitted to Conduent indicating one or more individuals whom the Participant wants to have as their Authorized Representative(s). This can be changed at any time. Authorized Representatives may not approve their own time sheet.

Questions?

Call us.

UNM CDD

Mi Via Consultants

866-383-3820

Fax: 505-272-5883

www.cdd.unm.edu/mivia

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination." – Jimmy Dean

Red or Green?



Mi Via is about making choices. The symbol of the

red and green chiles are often used in Mi Via to illustrate participants being able to make choices about their services and supports.



Mi Via Website

www.mivianm.org

Monthly newsletters are under *Publications*

Conduent

Mi Via FMA

866-916-0310

mi.via@conduent.com

Self-Direction FMA Forms
<https://nmmedicaid.portal.conduent.com/static/ProviderInformation.htm#Self-DirectionForms>

