

# HOW TO CHANGE FINANCIAL MANAGEMENT SERVICE (FMS) PROVIDERS IN MAINE

Open Enrollment allows the participant or their authorized representative (AR) to change financial management service (FMS) providers. These changes can only occur quarterly, four times a year. Participants must be enrolled by the start of the pay period for the new tax quarter. All participants must initiate the change of FMS by contacting their care manager and requesting a change to their Person-Centered Service Plan (PCSP) at least 60 days in advance.

Open Enrollment Quarter	Deadline to give written notice to current FMS	Start date with Palco	First payday with Palco
April 2024	3/1/2024	3/16/2024	4/8/2024
July 2024	6/1/2024	6/16/2024	7/8/2024
October 2024	9/1/2024	9/16/2024	10/8/2024
January 2025	12/1/2024	12/16/2024	1/8/2025



For questions, contact Palco at 866-710-0456 or email us at [customersupport@palcofirst.com](mailto:customersupport@palcofirst.com)

