

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

Participant reviews timesheets with

current FMS to ensure nothing is outstanding Palco will notify Participant notifies and to submit the participant and support case manager of any unprocessed request to update timesheet for broker that the PCSP to change payment before process to enroll FMS. transition. is complete. **Participant Participant** Participant, Services begin chooses a new contacts Palco support broker, with Palco on FMS vendor. to start the and direct the designated enrollment support workers date. complete process. enrollment

packet with Palco.

