

Participant Enrollment Checklist

Your guide to getting started with Financial Management Services (FMS) through Veteran-Directed Care.



WELCOME TO VETERANS CHOOSE

When you choose to direct your own care through Veteran-Directed Care (VDC), you become the employer of the Direct Care Worker(s) who provide your approved services.

Veterans Choose is your Financial Management Service (FMS). We handle the payroll, tax withholding, payments, and administrative responsibilities that come with being an employer, so you can focus on directing your care.

This checklist walks you through what to expect and what you'll need to do to get started.

STEP 1 — CONFIRM YOUR VDC SERVICES AND BUDGET

Before you begin your FMS enrollment, make sure you understand your approved VDC plan.

- ☐ Review your approved services and budget with your Case Manager.
- ☐ Understand the types of services and supports included in your plan.
- ☐ Begin thinking about who you plan to hire as your Direct Care Worker(s).

Your Case Manager manages your VDC authorization. Veterans Choose manages the administration once you begin using your approved services.

STEP 2 — GET READY TO ENROLL

Once Veterans Choose receives notice that you are ready to begin FMS enrollment, we'll send you instructions for getting started.

- ☐ Create your MyLynk account using the link provided.
- ☐ Have your basic information available, including:
 - Full legal name
 - Date of birth
 - Social Security number
 - Home and mailing address
 - Phone number and email address

No internet access? Let Veterans Choose know. We'll work with you to determine another way to complete your enrollment.

STEP 3 — COMPLETE YOUR EMPLOYER ENROLLMENT

You'll complete the documentation required to become an employer.

- ☐ Enter your information into MyLynk.
- ☐ MyLynk will populate your information into the required employer forms for you to review and sign.

Veterans Choose will guide you through the process and let you know if anything is missing.

STEP 4 — COMPLETE YOUR ENROLLMENT

Before you can begin using your VDC services, Veterans Choose will review your enrollment and confirm that the required information is complete.

- ☐ Confirm that all required enrollment information has been submitted.
- ☐ Inform Veterans Choose of any Direct Care Worker(s) you would like to hire.

Veterans Choose will notify you when your enrollment is complete and you're ready to begin.

STEP 5 — YOU'RE READY TO DIRECT YOUR CARE!

Once you're set up, it's your care, your choices, your way:

Choose the people you trust → Create a routine that works for you → Make care your own → Stay connected to your support and budget

And Veterans Choose will be here to help with the administrative side of the process, including payroll, tax withholding, payments, and required employment documentation.

QUESTIONS OR NEED HELP?

You don't have to navigate the process alone.

Contact Veterans Choose if you have questions, need help completing your enrollment, or aren't sure what to do next.