
SERVICE IS WHAT WE DO



Caring for loved ones in a home environment can bring unique challenges to any family. The instinct to care for a family member is noble and rewarding in many ways but can also be trying. Time, budgets and patience can all be tested when the added dimensions of hiring home care employees, their payroll and other legal considerations are added to the picture.

Leonard Consulting is available to alleviate these complications, and let families focus on giving the nurturing and care that enrich our lives, and the lives of loved ones who depend upon us.

ABOUT LEONARD CONSULTING

Leonard Consulting LLC was founded by Frank Leonard in May 2005. Frank has over thirty years of experience in the service sector. He has served as CFO for Blue Cross and Blue Shield of Utah for seven plus years, as Contracting Officer for the Medicare Fiscal Intermediary for Medicare (PART A) and the Fiscal Contractor (PART B) for Utah for five years and in a variety of other service related positions that qualify him and Leonard Consulting LLC to be your Fiscal Agent.

Frank is a licensed CPA in Utah and in May of 2005 was a proud recipient of an MBA from the University of Utah. All of our Staff, including officers, are required to pass a background investigation conducted by the Utah Department of Public Safety Bureau of Criminal Identification (“BCI”) including a query of the National Crime Information Center (“NCIC”) if required.

We strive at all times to provide dependable, accurate and timely service to our clients.



LEONARD CONSULTING, LLC

1059 East 900 South
Salt Lake City, Utah 84105
Phone: 801-359-4699
Toll Free Phone: 877-359-4699
Mobile: 801-209-4921
Fax: 801-359-4698
Toll Free Fax: 877-359-4698
Web: leonardconsultingllc.com

LEONARD CONSULTING, LLC



Accurate • Trustworthy • Reliable

**A local, family owned and operated
small business in Salt Lake City, Utah,
that serves clients through the
Utah Departments of Health
and Human Services.**

*Provider of the Year, 2008, Self Administered Services,
Division of Services for People with Disabilities*

CLIENT CENTERED SERVICES



Getting Started

- Assist client in the completion of IRS required Form 2678, Employer Appointment of Agent.
- Provide clients with a packet of all required forms including all tax forms, payroll schedule, Leonard Consulting LLC contact information, and training materials.
- Verify that the client and employees have completed all forms.
- Maintain copies of completed forms along with copies of supporting documentation such as driver's license, social security card and passport.
- Assist client to ensure all clients' employees submit to and successfully pass a background investigation conducted by the BCI, including a query of the National Crime Information Center (NCIC) in the case of employees who have resided outside the State of Utah for a period exceeding six (6) weeks during the past five years.

On-Going Payroll

- Process and generate paychecks your employees using DHS/DSPD approved employee time sheets.
- Assume all responsibilities for withholding and depositing Income Taxes, FICA and SUTA/FUTA.
- Assist employer in procuring benefits, including the processing of premiums and manage any withholding, when applicable.

Training Services



Managing Employees

- Training is available to clients, their families and legal representatives regarding methods of interviewing, selecting and hiring staff, legal requirements for retaining and discharging staff, methods of staff supervision, and such other topics as are required, in the opinion of the contractor to assist persons to effectively self-administer their services.

Managing Budgets

- Client training on how employees properly enter their time into time sheets.
- Client training in managing available budget funds through the use of easy to read Spending Summary Report and the Client Spending Detail Report.

CUSTOMER SERVICE

When Client or Client Employees Require Assistance

- Clients and their employees who may have billing questions or require assistance can contact Leonard Consulting LLC by phone at 801-359-4699, or toll-free: 877-359-4699, or by fax at 801-359-4698.
- Clients and their employees can e-mail questions to us: leonard@leonardconsultingllc.com or visit our web site: www.leonardconsultingllc.com.
- All messages received Monday through noon Friday will be returned within 24 hours. Messages left between noon Friday and Sunday shall be returned the following Monday.

WE CAN HELP YOU



**LEONARD
CONSULTING, LLC**