



## Purchase of Services (POS) Staff Responsibilities

As of January 2025

**POS ACCOUNTING TEAM HOTLINE:** [\(805\)292-1017](tel:8052921017)

**POS ACCOUNTING TEAM GENERAL EMAIL ADDRESS:** [POSAccounting@tri-counties.org](mailto:POSAccounting@tri-counties.org)

**DSP TRAINING STIPEND EMAIL ADDRESS:** [DSPTTraining@tri-counties.org](mailto:DSPTTraining@tri-counties.org)

**SOCIAL RECREATION EMAIL ADDRESS:** [SRA@tri-counties.org](mailto:SRA@tri-counties.org)

<p><b>Zari Foosherian</b> <i>POS Accounting Manager</i> <a href="mailto:zarif@tri-counties.org"><u>zarif@tri-counties.org</u></a> (805) 884-7286</p>	<ul style="list-style-type: none"> <li>• Rate entry for new and existing vendors &amp; questions related to incorrect rates in eBilling and processing of rate increases</li> <li>• Authorization fixes (ex: incorrect hours, units, frequency, etc.)</li> <li>• Help SCs setup Social Recreation authorizations</li> <li>• Urgent authorization bridging requests</li> <li>• PIP/CIE Questions on authorizations and payments</li> <li>• Reviews exceptions and updates Exceptions list</li> <li>• DSP Training Reimbursements</li> <li>• PIP/EVAL funds transfer</li> </ul>
<p><b>Barbara Lopez*</b> <a href="mailto:blopez@tri-counties.org"><u>blopez@tri-counties.org</u></a> (805) 884-7205</p>	<ul style="list-style-type: none"> <li>• SSI/SSP Restoration support</li> <li>• Vendor setup &amp; support (regular &amp; Social Recreation)</li> <li>• Closed case report (includes deceased persons report)</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<p><b>Phillip Carrillo*</b> <a href="mailto:pcarrillo@tri-counties.org"><u>pcarrillo@tri-counties.org</u></a> (805) 884-7282</p>	<ul style="list-style-type: none"> <li>• IHSS approval/denial tracking</li> <li>• Trust Management Services (TMS) authorization support</li> <li>• Vendor support for billing (parent vendors &amp; Social Recreation)</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<p><b>Lori Razo</b> <a href="mailto:lrazo@tri-counties.org"><u>lrazo@tri-counties.org</u></a> (805) 884-7273</p>	<ul style="list-style-type: none"> <li>• Bridging authorizations (including PIPs/CIEs)</li> <li>• Authorization changes/cancellations</li> <li>• Authorization fixes</li> <li>• Training new SCs on writing authorizations</li> <li>• PIP/EVAL funds transfer</li> </ul>
<p><b>Angela Camacho*</b> <a href="mailto:acamacho@tri-counties.org"><u>acamacho@tri-counties.org</u></a> (805) 884-7254</p>	<ul style="list-style-type: none"> <li>• Authorization changes/cancellations</li> <li>• Authorization fixes</li> <li>• Bridging authorizations</li> </ul>
<p><b>Kalena Ungos</b> <a href="mailto:kungos@tri-counties.org"><u>kungos@tri-counties.org</u></a> (805) 884-7291</p>	<ul style="list-style-type: none"> <li>• Authorization changes/cancellations</li> <li>• Authorization fixes</li> <li>• Bridging authorizations</li> </ul>

<b>Sergio Quiroga*</b> <a href="mailto:squiroga@tri-counties.org">squiroga@tri-counties.org</a> (805) 884-7285	<ul style="list-style-type: none"> <li>• R&amp;D contact for transportation authorizations setup</li> <li>• Incorrect payment research</li> <li>• Authorization fixes</li> </ul>
<b>Cassie Barkhorn</b> <a href="mailto:cbarkhorn@tri-counties.org">cbarkhorn@tri-counties.org</a> (805) 467-8412	<ul style="list-style-type: none"> <li>• Regenerating invoices for vendors, including generating at prior rates</li> <li>• Incorrect payment research</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> <li>• DSP training reimbursements</li> <li>• PIP/EVAL funds transfer</li> </ul>
<b>Anita Hannah</b> <i>POS Accounting Supervisor</i> <a href="mailto:ahannah@tri-counties.org">ahannah@tri-counties.org</a> (805) 884-7295	<ul style="list-style-type: none"> <li>• Manage check/payment runs</li> <li>• Incorrect payment research</li> <li>• Uploading Transportation, Supported Employment (SEP) &amp; EAttendance invoices</li> <li>• Vendor setup &amp; support (regular)</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<b>Helen Klein</b> <a href="mailto:hklein@tri-counties.org">hklein@tri-counties.org</a> (805) 884-7293	<ul style="list-style-type: none"> <li>• Overpayment research &amp; credit processing</li> <li>• Incorrect payment research</li> <li>• Tailored Day Services (TDS) payment tracking</li> <li>• Parental Verification (PV) forms tracking</li> </ul>
<b>Sonia Verdin*</b> <a href="mailto:sverdin@tri-counties.org">sverdin@tri-counties.org</a> (805) 884-7256	<ul style="list-style-type: none"> <li>• Process invoices and payments for 10<sup>th</sup>, 20<sup>th</sup> &amp; 25<sup>th</sup> check runs</li> <li>• Researching invoice &amp; payment issues</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<b>Karen Susano*</b> <a href="mailto:ksusano@tri-counties.org">ksusano@tri-counties.org</a> (805) 884-7250	<ul style="list-style-type: none"> <li>• Process invoices and payments for 10<sup>th</sup>, 20<sup>th</sup> &amp; 25<sup>th</sup> check runs</li> <li>• Month end processes</li> <li>• Researching invoice &amp; payment issues</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<b>Annamaria Amaya</b> <a href="mailto:aamaya@tri-counties.org">aamaya@tri-counties.org</a> (805) 880-3606	<ul style="list-style-type: none"> <li>• Process invoices and payments for 10<sup>th</sup>, 18<sup>th</sup> &amp; 25<sup>th</sup> check runs</li> <li>• Researching invoice &amp; payment issues</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>
<b>Jay Emery</b> <a href="mailto:jemery@tri-counties.org">jemery@tri-counties.org</a> (805)880-3623	<ul style="list-style-type: none"> <li>• Process invoices and payments for 10<sup>th</sup>, 18<sup>th</sup> &amp; 25<sup>th</sup> check runs</li> <li>• Researching invoice &amp; payment issues</li> <li>• Password changes (eBilling &amp; Service Provider Portal)</li> </ul>

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