

Office Directory

To ensure your questions are answered accurately and in a timely manner, please refer to our office directory.
All email addresses are *first* [name@stuartwilsonfi.com](mailto:firstname@stuartwilsonfi.com).

Phone: 989-832-5400

Fax: 989-832-5404

Accounting Services: Ext. 142

Lauren Wilson, Mgr.

- Financial Reports
- Agent Paperwork
- Tax Letters
- Off Program Notices

Billing Services: Ext. 128

Jessie Schalk, Mgr.

Kelly Johnson

- Authorizations
- Invoices

Budgets: Ext. 128

Jessie Schalk

- Monthly Budget Reports

Contracts/Communications: Ext. 141

Elizabeth Carlson, Mgr.

New Client Services:

Kara Ware, Coordinator, Ext. 121

Nathan Wilson, New Client Intake, Ext. 134

- New Participants
- Program Information
- New Participant Appointments

Ombudsman: Ext. 133

Brandon Wilson

- Financial Audits
- Miscellaneous Issues

Payroll Services: Ext. 131

Beth Henderson, Mgr.

- Timesheets/Vouchers
- Paychecks
- Timesheet Corrections
- Pay date Inquiries
- Direct Deposit Payments

Personnel/Training Services:

Brittany Novak, Ext. 852

Amanda Ranes, Training, Ext. 853

Chelsea Self, CBC, Ext. 731

- Participant & Employee Paperwork
- Criminal Background Checks
- Wage Increases
- Direct Deposit Enrollment
- Employment Verifications
- Terminations
- Pay Stub Requests
- Previous Years W-2 Forms
- Training