

## Family First Coronavirus Act (FFCRA) Claim Form

**Please Note: If your employee is receiving unemployment benefits for this job, they are not eligible for this leave. No more than 10 days of leave can be paid.**

To submit FFCRA time, please complete this form and submit via email or mail to Acumen, Inc. We will be processing these payments for the 1<sup>st</sup> – 15<sup>th</sup> of the month (must be received by the 16<sup>th</sup>) and the 16<sup>th</sup> through the end of the month (must be received by the 1<sup>st</sup>).

**Email: [ffcra@acumen2.net](mailto:ffcra@acumen2.net)**

**Mail: 5416 E. Baseline Rd. Suite 200 Mesa, AZ 85206**

**Today's Date**

**State**

**Employer Name**

**Employee Name**

**Leave Start Date**

**Leave End Date**

Sick Time (*100% of pay up to \$511 daily*)

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Caring for Someone (*2/3 of pay up to \$200 daily*)

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

**I further certify that all of the information I have provided to Acumen Fiscal Agent, LLC (Acumen) is true and correct, whether stated above or in any supporting documentation that I submit. I understand that it is my responsibility to notify Acumen immediately if there is any change to the information I have provided to Acumen.**

**I further certify that after my worker is paid, they will not submit time for these paid leave dates.**

**Employer Name**

**Employer Signature**

**Date**

**Employee Name**

**Employee Signature**

**Date**