READING YOUR ACCOUNT STATEMENT

Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual’s services. It is important that the reader understand this information.

Following is a sample account statement which describes the information provided in each section. The word “Activity” and the date range are shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates.

The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday, but may not have been deducted from the account before the bank statement is provided. The amount of the check must be deducted from the balance shown on the bank statement in order to reach the current balance. When the employer or authorized representative receives the account statement, as with the bank statement, they must deduct any services that have not been paid in order to determine the current balance.

Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week.

If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.

Acumen Fiscal Agent Account Statement

Activity Period: Reports activity of checks issued during date range. Does not represent dates employee worked

Activity Period: 4/15/2014 **to** 4/30/2014

Employer:
SAMPLE EMPLOYER
1234 ANY STREET
YOUR TOWN, IN 70000

Employer: Person who manages employees and/or represents the client for this account in this program

Participant ID: 012345

Program: CDACP IN

Participant ID: ID number used for participant on timesheets.
Participant: Client

Total Allotments: Dollars your program has authorized Acumen to pay on your behalf. Units are not used in this program.

Period Utilization: Dollars used during Activity Period

Total Utilization: Dollars used from the start of your Service Authorization through the Activity Period end date

Account Information

	Total Allotments		Period Utilization		Total Utilization		Balance	
	Units	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**
SERVICE 01/01/14 - 01/31/14	0.00	$500.00	0.00	$20.00	0.00	$40.00	0.00	$460.00
SERVICE 02/01/14 – 02/28/14						$0.0		
SERVICE 03/01/14 – 03/31/14						$0.0		
SERVICE 04/01/14 – 04/30/14						0.00	0.00	0.00
Totals	**0.00**	**$1500.00**	**0.00**	**$970.37**	**0.00**	**$40.00**	**0.00**	**$489.63**

This shows all **active** Service Authorizations; Service Authorizations not active are not displayed. Future periods show a zero balance until they become available for spending.

Balance: Total Dollars remaining as of Activity Period end date

Employee Information: Lists all employees, even those that did not work during Activity Period

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
EMPLOYEE ONE	Direct Deposit	Active	1234	05/24/2012
EMPLOYEE TWO	Pay Card	Active	5678	11/29/2012
EMPLOYEE THREE	Direct Deposit	Inactive	9123	06/05/2013

Pay Type: Shows how your employees receive their pay

Code and Rate Information: Lists approved service codes and pay rates for each employee based on the Client's Spending Plan and rate sheets received by Acumen

Code and Rate Information

Name	Description	Start Date	End Date	Rate
EMPLOYEE ONE	ATC Attendant Care Service - CDACP	07/01/2013	12/31/2020	$9.45
EMPLOYEE TWO	ATC Attendant Care Service - CDACP	12/01/2013	12/31/2020	$9.45

Payroll Check Information: Details of each check issued for each employee based on timesheets submitted. Each employee payroll check issued in Activity Period is listed in a separate Payroll Check Information section

Payroll Check Information

Check #:	12345678	**Medicare:**	$8.25	**Batch #:**	1764
Date:	4/28/2014	**FICA:**	$35.26	**Billing:**	$649.63
Payee:	EMPLOYEE ONE	**SUTA:**	$10.81	**Type:**	Direct Deposit
Net:	$497.34	**FUTA:**	$3.41		
Gross:	$568.75	**Work Comp:**	$23.15		

Net: Earnings after employee taxes deducted

Gross: Employee earnings before employee taxes deducted

Medicare: Tax to help cover cost of Medicare programs

FICA: Federal Insurance Contributions Act; paid by employee & employer; includes Social Security taxes

FUTA: Federal Unemployment Tax Act; paid by employer

SUTA: State Unemployment Tax Authority; paid by employer

Work Comp: Workers' Compensation Insurance; provides benefits if employee is injured while working. Paid by employer through Client's Spending Plan.

Code	Work Date	Time In	Time Out	Rate	Hours
ATC	04/01/2014	7:00 AM	3:00 PM	$9.45	8.00
ATC	04/02/2014	6:45 AM	1:15 PM	$9.45	6.50
ATC	04/03/2014	6:45 AM	1:15 PM	$9.45	6.50
ATC	04/04/2014	6:45 AM	2:45 PM	$9.45	8.00
ATC	04/05/2014	7:00 AM	10:30 AM	$9.45	3.50
					32.50