## READING YOUR ACCOUNT STATEMENT

Following is a sample account statement which describes the information that is provided. 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.

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

SAMPLE EMPLOYER ← 1234 ANY STREET YOUR TOWN, LA 70000

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

**→** Activity Period: 6/16/2014

OCDD-CCW

to 6/30/2014

Prepared For:

Program:

012345

Client ID: ID number used for client on timesheets

and Web Time Entry. Client:

Person receiving services; Participant

Total Allotments: Units or dollars your state/program has authorized Acumen to pay on your behalf

Period Utilization: Units/dollars used during Activity Period **Total Utilization:** Units/dollars used from start of your service plan through the Activity Period end date

**Account Information** 

		Total Allotments Period Utilization		Total Utilization		•	Balance •	
	<u>Units</u>	<u>Dollars</u>	<u>Units</u>	<u>Dollars</u>	<u>Units</u>	<u>Dollars</u>	<u>Units</u>	<u>Dollars</u>
BGC 09/01/13 - 06/30/14	3.00	\$0.00	0.00	\$0.00	1.00	\$0.00	2.00	\$0.00
FSS 02/01/14 - 01/31/15	0.00	\$3519.30	0.00	\$623.81	0.00	\$792.14	0.00	\$2727.16
Totals	3.00	\$3519.30	0.00	\$623.81	1.00	\$792.14	2.00	\$2727.16

All active participant Plans of Care; Plans of Care not active are not displayed. Future periods show a zero balance until they become available for spending.

BGC shows how many background checks you have remaining through the date listed.

Balance: Total units/ dollars remaining as of Activity Period end date

## **Employee Information** ← Name Pay Type **EMPLOYEE ONE**

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

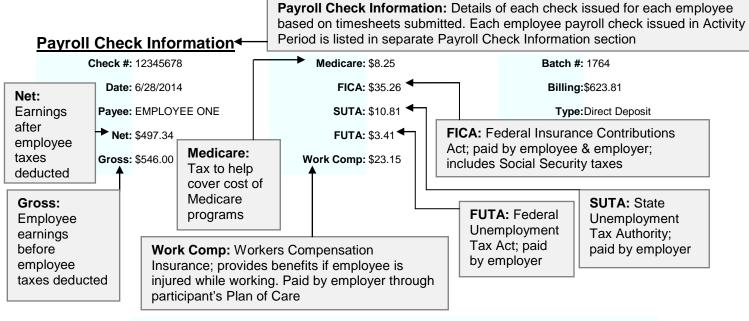
ood to Go Date **Direct Deposit** Active L1234 05/24/2013 **EMPLOYEE TWO** Pay Card Active L5678 11/29/2013 **EMPLOYEE THREE** 06/05/2013 Direct Deposit Inactive L9123

Pay Type: Shows how your employees receive their pay

Code and Rate Information: Lists approved service codes and rates for each employee based on client service plan and rate sheets received by Acumen

## Code and Rate Information ◆

Name	Description	Start Date	End Date	Rate
EMPLOYEE ONE	FSS Family Support Services	07/01/2013	12/31/2020	\$12.00
EMPLOYEE TWO	FSS Family Support Services	07/01/2013	12/31/2020	\$10.25
EMPLOYEE THREE	FSS Family Support Services	06/05/2013	12/31/2020	\$11.75



Code	Work Date	Time In	Time Out	Rate	Hours
FSS	06/06/2014	7:00 AM	3:00 PM	\$12.00	8.00
FSS	06/11/2014	6:45 AM	6:15 PM	\$12.00	11.50
FSS	06/12/2014	6:45 AM	5:15 PM	\$12.00	10.50
FSS	06/13/2014	6:45 AM	6:45 PM	\$12.00	12.00
FSS	06/14/2014	7:00 AM	10:30 AM	\$12.00	3.50
					45.50

Training and Certification: Shows important expiration/renewal dates Training and Certification ◆ **CPR Expire DSWOnline** Vehicle Insurance **Employee Name** First Aid Date **Expire Date Training Date Expire Date EMPLOYEE ONE** 04/26/2014 04/26/2014 08/11/2014 09/26/2014 **EMPLOYEE TWO** 02/25/2014 04/26/2014 12/08/2014 12/08/2014