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

Activity Period: 6/16/2014 **to** 6/30/2014

Prepared For: 012345

Program: OCDD-CCW

Client ID: ID number used for client on timesheets and Web Time Entry. Client: Person receiving services; Participant

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

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	
	Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
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

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

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

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

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 separate Payroll Check Information section

Payroll Check Information

Check #:	12345678	**Medicare:**	$8.25	**Batch #:**	1764
Date:	6/28/2014	**FICA:**	$35.26	**Billing:**	$623.81
Payee:	EMPLOYEE ONE	**SUTA:**	$10.81	**Type:**	Direct Deposit
Net:	$497.34	**FUTA:**	$3.41		
Gross:	$546.00	**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 participant's Plan of Care

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

Employee Name	CPR Expire Date	First Aid Expire Date	DSWOnline Training Date	Vehicle Insurance Expire Date
EMPLOYEE ONE	04/26/2014	04/26/2014	08/11/2014	09/26/2014
EMPLOYEE TWO	12/08/2014	12/08/2014	02/25/2014	04/26/2014