

## 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

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

**Activity Period:** 6/16/2013 to 6/30/2013

**Prepared For:** 012345 ←

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

**Program:** SDS Option

**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 07/01/13-06/30/14	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
BGC 09/01/12 - 06/30/13						\$0.00		
IFD 01/01/13 - 03/31/13						\$0.00		
IFD 04/01/13 - 06/30/13						\$0.00		
IFD 07/01/13 - 09/30/13						\$0.00	0.00	\$0.00
IFD 10/01/13 - 11/18/13	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
<b>Totals</b>	<b>809.00</b>	<b>\$0.00</b>	<b>45.50</b>	<b>\$0.00</b>	<b>73.50</b>	<b>\$0.00</b>	<b>735.50</b>	<b>\$0.00</b>

All **active** participant Plans of Care; Plans of Care not active or that have not started 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	Status	Code	Good to Go Date
EMPLOYEE ONE	Direct Deposit	Active	L1234	05/24/2012
EMPLOYEE TWO	Pay Card	Active	L5678	11/29/2010
EMPLOYEE THREE	Direct Deposit	Inactive	L9123	06/05/2013

**Pay Type:** Shows how your employees receive their pay

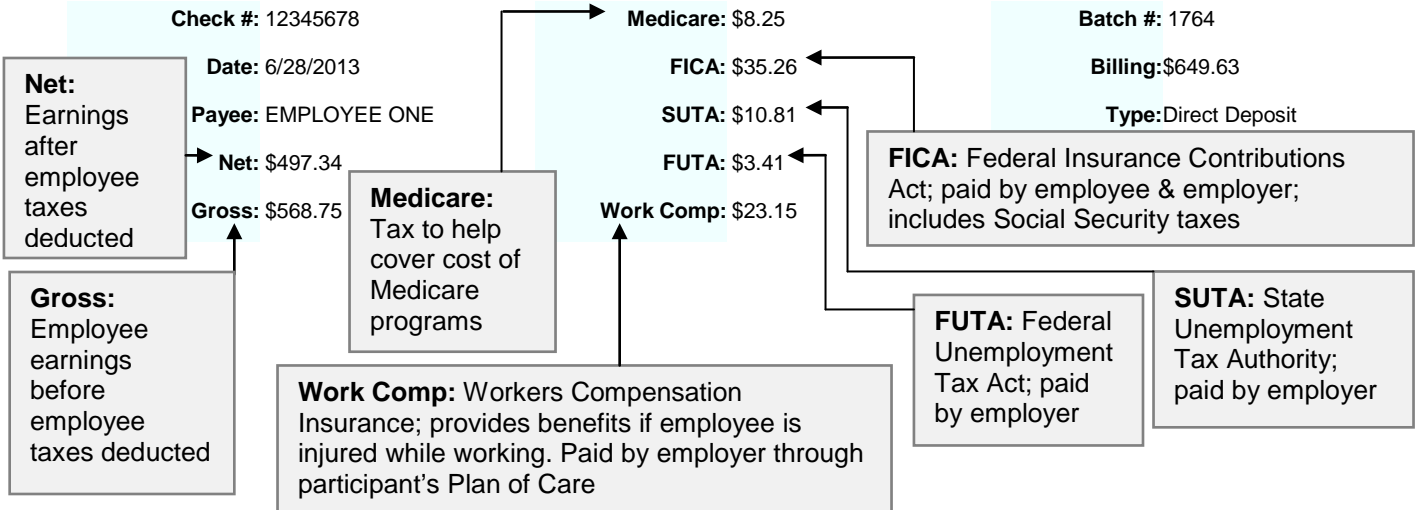
**Code and Rate Information:** Lists approved service codes and rates for each employee based on client service plan and rate sheets received by Acumen

## Code and Rate Information

Name	Description	Start Date	End Date	Rate
EMPLOYEE ONE	IFD Individual/Family Day	07/01/2012	12/31/2020	\$12.50
EMPLOYEE TWO	IFD Individual/Family Day	07/01/2012	12/31/2020	\$12.63
EMPLOYEE THREE	IFD Individual/Family Day	06/05/2013	12/31/2020	\$12.50

**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**



Code	Work Date	Time In	Time Out	Rate	Hours
IFD	06/06/2013	7:00 AM	3:00 PM	\$12.50	8.00
IFD	06/11/2013	6:45 AM	6:15 PM	\$12.50	11.50
IFD	06/12/2013	6:45 AM	5:15 PM	\$12.50	10.50
IFD	06/13/2013	6:45 AM	6:45 PM	\$12.50	12.00
IFD	06/14/2013	7:00 AM	10:30 AM	\$12.50	3.50
					45.50

**Training and Certification:** Shows important expiration/renewal dates

**Training and Certification**

Employee Name	CPRExpire Date	First Aid Expire Date	DSWOnline Training Date	Vehicle Insurance Expire Date
EMPLOYEE ONE	04/26/2014	04/26/2014	08/11/2013	09/26/2012
EMPLOYEE TWO	12/08/2013	12/08/2013	02/25/2013	04/26/2013