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 date range is 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.

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

012345678

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

this program

1234 ANY STREET

YOUR TOWN, MN 80000

SAMPLE EMPLOYER ◀

► Activity Period: 6/16/2018

Participant ID:

CDCS Program:

to 6/30/2018

Participant ID: ID number used for client on timesheets and Web Time Entry.

Participant: Person receiving services;

ψ102.00

\$1092.00

Client

Total Allotments: Dollars your state/program has authorized Acumen to pay on your behalf

available for spending.

Period Utilization: Dollars used during

Activity Period

Total Utilization: Dollars used from start of your service plan through the Activity Period end date

Period end date

U.UU

00.00

50.00

\$7820.00

Account Information

PA 02/01/18-08/31/18

PTO EMPLOYEE ONE

PTO EMPLOYEE TWO

TNT 02/01/18 -08/31/18

Totals

Total Allotments Period Utilization Total Utilization Balance **Units Dollars Units Dollars Units Dollars Units Dollars** 00.00 \$2310.00 0.00 \$804.08 00.00 \$1329.00 0.00 \$981.00 All active participant service authorizations; Service Balance: Total dollars Authorizations not active are not displayed. Future remaining as of Activity 3.00 periods show a zero balance until they become

00.00

Allotments for payroll will show total dollars for hours X rate + Employer Burden. Employer Burden includes employer taxes (FICA, FUTA, SUTA) and Workers' Compensation.

00.00

\$8912.00

Employee Information ◆

00.00

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

\$804.08

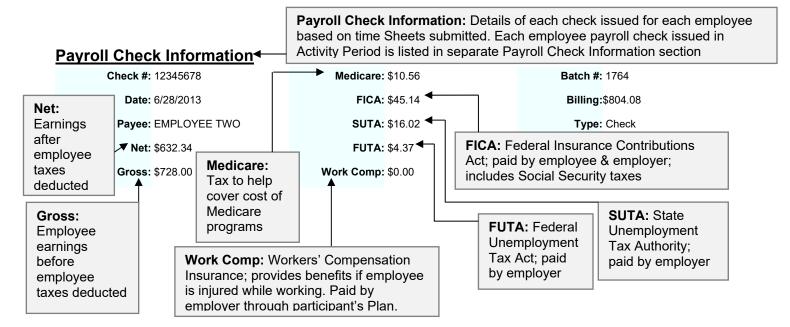
EE Number Good to Go Date Name Pay Type Status EMPLOYEE ONE Check Active 1234 05/24/2018 **EMPLOYEE TWO Direct Deposit** Active 5678 02/01/2018 **EMPLOYEE THREE** Check Inactive 9123 06/05/2018

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 budget and rate sheets received by Acumen

Code and Rate Information ◆

Name	Description	Start Date	End Date	Rate	
EMPLOYEE ONE	PA – PERSONAL ASSISTANCE	05/01/2018	12/31/2025	\$12.50	
EMPLOYEE TWO	PA – PERSONAL ASSISTANCE	05/01/2018	12/31/2025	\$16.00	
EMPLOYEE TWO	PTO – PAID TIME OFF	05/01/2018	04/30/2018	\$16.00	



Code	Work Date	Time In	Time Out	Rate	Hours
PA	06/06/2018	7:00 AM	3:00 PM	\$16.00	8.00
PA	06/11/2018	6:45 AM	6:15 PM	\$16.00	11.50
PA	06/12/2018	6:45 AM	5:15 PM	\$16.00	10.50
PA	06/13/2018	6:45 AM	6:45 PM	\$16.00	12.00
PA	06/14/2018	7:00 AM	10:30 AM	\$16.00	3.50

45.50