

Minnesota Community Support Grant (CSG) Roles and Responsibilities

There are 4 major players, each with distinct roles within a self-directed program. Knowing the differences between them can be hard. Please refer to the table below when trying to decide who does what.

Case Manager/Care Coordinator	Employer/Participant	Acumen Fiscal Agent	Employee
<ul style="list-style-type: none"> • Provide state set CSG budget • Authorize Services • Monitor and follow up on services received by the individual 	<ul style="list-style-type: none"> • Determine support needs • Hire and fire workers • Set wage for employees • Schedule, train and supervise employees to provide approved services • Provide a safe work environment • Complete all necessary forms for enrollment • Ensure all time submissions are complete, accurate and approved by both the employee and the employer • Send vendor requests and/or requests for reimbursement to Acumen Fiscal Agent • Keep important records on each employee and keep them confidential • Review account statements from Acumen Fiscal Agent and ensure they are accurate and complete • Monitor balances and request reallocations if necessary • Follow all relevant laws and rules on employment • Manage the support plan 	<ul style="list-style-type: none"> • Set up participant in the payroll system • Process all employee paperwork • Set up all employees in the payroll system • Process time submissions • Pay employees, vendors and requests for reimbursement according to the approved support plan • Withhold and pay all necessary taxes • Arrange for Workers' Compensation • Provide reports to the employer • Provide reports to the state/case manager • Answer questions about enrollment and payroll 	<ul style="list-style-type: none"> • Complete all employee enrollment paperwork • Arrive to work site on time and perform duties as assigned by employer • Communicate to Acumen should there be an address change, or if change in method of receiving pay is desired • Review and follow grievance procedure if/when disputes arise
<p style="text-align: center;">Support Planner (optional)</p>			
<ul style="list-style-type: none"> • Assist with plan development • Assist with managing workers • Help monitor services 			