



FI Transition Update and Cohort Assignment Notification

Dear Individual, Authorized Representative, or Employer,

As you may know, the Division of Developmental Disabilities (DDD) Vendor Fiscal/Employer Agent Model will be transitioning Fiscal Intermediary (FI) services from Public Partnerships, LLC (PPL) to Acumen Fiscal Agent (Acumen) starting in early June. Acumen will help manage both Community Vendor Services and Self-Directed Employee (SDE) Services in this model.

Transition enrollments with Acumen will happen at staggered intervals over the next four months, with groups of participants called **cohorts** assigned to enroll within a specific window of time. Using this approach will help ensure a smooth and organized transition for everyone.

It is important that you complete and return your enrollment documents early in your enrollment window. Doing so will give your Support Coordinator time to update and approve your service plan.

Your Cohort Information

Cohort Number	Enrollment Window Start Date	Enrollment Window End Date
Cohort X	XX/XX/XXX	XX/XX/XXXX

Next Steps

Enrollment Start Notification

Just before your cohort's enrollment window opens, we will send you an **Enrollment Start Notification** with enrollment information and a link to Acumen's electronic enrollment system. If we do not have your email on file, an Acumen Client Services Agent will get in touch with you to help you complete your enrollment over the phone or to confirm your mailing address so they can mail you an enrollment packet.

What You Will Need for Enrollment

- Please be sure to have the following information ready when it is time to enroll
Individual's full name, date of birth, and social security number



- Individual's current physical and mailing address (no PO boxes for the physical address)
- Individual's email address and phone number
- Name, email address, and phone number of Individual's Support Coordinator
- If applicable: Authorized Representative's full name, date of birth, address, social security number, and relationship to the Individual
- For vendor services: Vendor names and services provided

Training Materials

- Live webinar trainings (schedule and links attached to this email)
- Pre-recorded video trainings that you can watch anytime and are available on the Acumen-New Jersey website by clicking on NJ Training Materials
- Step-by-step enrollment instructions

Enrollment Support

Acumen is committed to supporting you every step of the way. You can get help through:

- In-Person Appointments at our local office in Hamilton, NJ
- Virtual Video Meetings with a trained Client Services Agent
- Phone Assistance by calling 833-892-0413

Acumen will also be assigning each individual a dedicated Client Services Agent for personalized assistance.

We are here to make this process as smooth as possible for you. If you have any questions before your enrollment window begins, please contact our team at enrollment@acumen2.net or call us toll-free at 833-892-0413.

Thank you for your attention and partnership in this transition.

Sincerely,

Your New Jersey Acumen Team

www.acumenfiscalagent.com/state/new-jersey