



**Dear Employer, Authorized Representative,**

Below is a list of items you will need for enrollment. Please review this list and be sure you have these items readily available when completing your enrollment documents.

**What You'll Need for Enrollment:**

As you prepare to transition from PPL to Acumen Fiscal Agent, please have the following information ready when it's time to enroll:

- **Participant's full name, date of birth, Social Security Number, DDD ID, and Medicaid number**
- **Current physical and mailing address** (no P.O. boxes for the physical address)
- **Contact information** (email and phone number)
- **Primary language and gender**
- **Support Coordinator's name, phone number, and email address**

**For Employers:**

- Full name, date of birth, Social Security Number, and any other names/aliases used
- Current address, contact info, and Federal Employer Identification Number (EIN)

**For Employees:**

- Full name, date of birth, Social Security Number, and any other names/aliases used
- Physical and mailing address
- Contact info (email and phone)
- Citizenship status and relationship to the employer
- Driver's license number (if transporting the participant)
- Payment preference (check, direct deposit, or Paycard)
- If using direct deposit: bank name, routing/account numbers, and account type
- Employment details including services provided, hourly wage, and expected start date
- Whether the employee lives with the participant or will administer medication or behavior support
- Number of participants served and any required specialized training
- Optional: Race/ethnicity, veteran status, disability status



**Required Forms & Attachments:**

- NJ-W4, W-4, and I-9 forms
- Driver's license (if applicable), proof of age (18+), CPR certificate (if required), and I-9 supporting documents

If you have a Support Broker, please also include their name, agency, and contact information.