



Vendor Enrollment Notification

Dear Community Vendor,

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.

This change will affect all Community Vendors who provide services to individuals in the DDD VF/EA self-direction model and are reimbursed through PPL. Acumen will now be responsible for managing the financial and administrative functions related to service payments.

What This Means for You as a Community Vendor

- Individuals you serve will begin completing their transition enrollment paperwork with Acumen.
- Support Coordinators will revise and submit updated service plans for approval during this period.
- Support Coordinators will provide you with an updated Service Detail Report for each individual you serve who is in the DDD VF/EA model.

Vendor Enrollment with Acumen

To ensure seamless processing of your invoices and timely payment, Acumen will be providing all Community Vendors with two key enrollment forms:

1. W-9 Form – to collect your up-to-date taxpayer information
2. Electronic Funds Transfer (EFT) Form – to ensure accurate and direct deposit of payments

Acumen will send these documents electronically, through **DocuSign**. You must complete and return them to Acumen to finalize your enrollment.

After we receive and verify your documents, Acumen will send you a **Good to Go Letter** confirming that your enrollment is complete and that you may begin submitting invoices through DCI, Acumen's web portal. The Good to Go letter will include your login information for



electronic invoice submission. We encourage electronic submission for expedited invoice processing.

Vendor Invoicing with Acumen

Community Vendors will have two options for submitting invoices:

1. Electronically via the DCI Web Portal (instructions and training will be provided), or
2. Through the individual or their authorized representative, who will then submit the invoice to Acumen on your behalf.

Regardless of how invoices are submitted, they must be approved by the individual or authorized representative before payment can be issued. In addition, invoices must include the appropriate supporting documentation for services rendered in compliance with DDD requirements.

Enrollment Support

Acumen is committed to working closely with Community Vendors during this transition. You will receive further communication regarding training sessions, DCI portal access, and helpful resources in the coming weeks.

If you have any questions or need help with the enrollment process, please contact the Acumen Vendor Team:

Email: (insert vendor team email)

Phone: (insert vendor team phone)

Website: www.acumenfiscalagent.com/state/new-jersey

Thank you for your partnership and continued service to individuals in New Jersey's self-directed system. We look forward to working with you and supporting a smooth transition to Acumen Fiscal Agent.

Sincerely,

The New Jersey Acumen Team



Facilitating Freedom, Choice, and Opportunity