

READING YOUR ACCOUNT STATEMENT

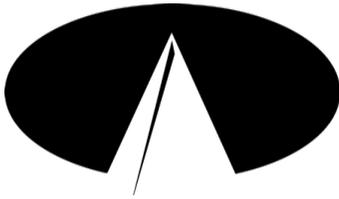
Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual's services. It is important that the reader understand this information.

Following is a sample account statement which describes the information provided in each section. The word "Activity" and the date range are 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. The amount of the check must be deducted from the balance shown on the bank statement in order to reach the current balance. When the employer or authorized representative receives the account statement, as with the bank statement, they must deduct any services that have not been paid in order to determine the current balance.

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

SAMPLE EMPLOYER
1234 ANY STREET
YOUR TOWN, OH 70000

Employer: Person who manages employees, this is the Veteran in this program

Activity Period: 4/15/2014 to 4/30/2014

Participant ID: 012345

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

Program: AAA7 - VETER

Total Allotments: Dollars your program has authorized Acumen to pay on your behalf. Units are not used in this program.

Period Utilization: Dollars used during Activity Period

Total Utilization: Dollars used from the start of your Spending Plan through the Activity Period end date

Account Information

	Total Allotments	Period Utilization	Total Utilization	Balance
	Units	Dollars	Units	Dollars
RAINY DAY SAVINGS FUNDS 09/01/13-08/31/14		\$40.00	0.00	\$460.00
SERVICE FUNDS 04/01/14 – 04/30/14		\$0.00		
SERVICE FUNDS 05/01/14 – 05/31/14		\$0.00		
SERVICE FUNDS 06/01/14 – 06/30/14		\$0.00		
Totals	0.00	\$1300.00	0.00	\$489.63

This shows all **active** Spending Plans; Spending Plans not active are not displayed. Future periods show a zero balance until they become available for spending.

Services shown here are the total funds available in the month indicated. This is not broken out by how much is available for each employee.

Balance: Total Dollars remaining as of Activity Period end date

NEW

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

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
EMPLOYEE ONE	Direct Deposit	Active	1234	05/24/2012
EMPLOYEE TWO	Pay Card	Active	5678	11/29/2012
EMPLOYEE THREE	Direct Deposit	Inactive	9123	06/05/2013

Pay Type: Shows how your employees receive their pay

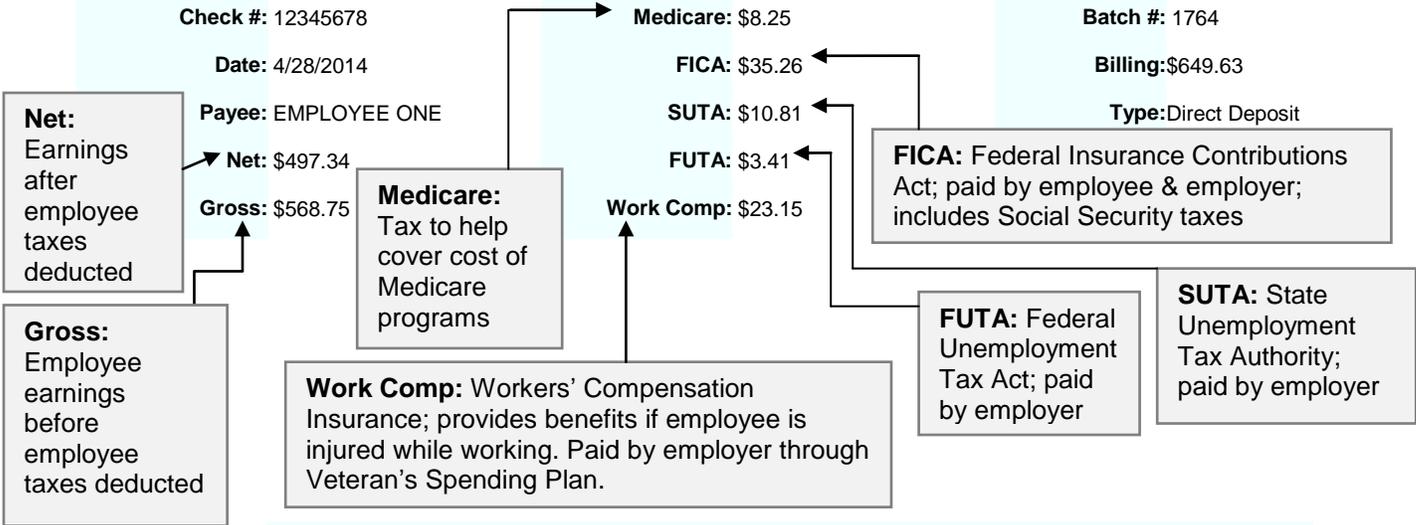
Code and Rate Information: Lists approved service codes and pay rates for each employee based on the Veteran's Spending Plan and rate sheets received by Acumen

Code and Rate Information

Name	Description	Start Date	End Date	Rate
EMPLOYEE ONE	PCS Personal Care Services – AAA7 Veterans	07/01/2013	12/31/2020	\$12.00
EMPLOYEE TWO	PCS Personal Care Services – AAA7 Veterans	12/01/2013	12/31/2020	\$12.50

Payroll Check Information: Details of each check issued for each employee based on timesheets submitted. Each employee payroll check issued in Activity Period is listed in a separate Payroll Check Information section

Payroll Check Information



Code	Work Date	Time In	Time Out	Rate	Hours
PCS	04/01/2014	7:00 AM	3:00 PM	\$12.00	8.00
PCS	04/02/2014	6:45 AM	6:15 PM	\$12.00	11.50
PCS	04/03/2014	6:45 AM	5:15 PM	\$12.00	10.50
PCS	04/04/2014	6:45 AM	6:45 PM	\$12.00	12.00
PCS	04/05/2014	7:00 AM	10:30 AM	\$12.00	3.50
					45.50

Vendor Check Information: Details of checks issued for each vendor paid based on payment request submitted. Each vendor check issued in Activity Period is listed in a separate Vendor Check Information section.

Vendor Check Information

Check #: 12345678
Date: 6/28/2013
Payee: VENDOR NAME
Net: \$120.00
Type: Check
Batch #: 1711
Billing: \$120.00

Code	Date	Rate
RDF	04/03/2014	\$120.00