



OHIO AAA7 VETERANS PROGRAM Employer Agreement Form

The veteran or representative elects and accepts the responsibility for self-directing or managing those supports and services as outlined in the Spending Plan. The veteran or representative is therefore recognized as the "Employer."

As the Employer, you are responsible to:

1. Enroll with Acumen and complete all state, federal and program-required paperwork found in the Acumen start-up packet.
2. Recruit, interview, hire and train employees and vendors.
3. Only allow services to be provided that are in compliance with the approved spending plan and within any remaining monthly allocation balances.
4. Hire only qualified employees and/or vendors to provide approved services.
5. Review, approve and sign timesheets and vendor requests to ensure accuracy.
6. Only allow employee(s) to begin performing work after your care manager has notified you that employee(s) is clear for hire.
7. Develop a back up plan should the primary employee not be available to provide care.
8. Notify your care manager immediately of significant changes in circumstances that may affect the Spending Plan and/or the safety of the veteran.
9. Report all employee workplace injuries immediately to Acumen at #1-866-472-2297.

General Understanding:

1. Payments will be directly issued to the employee or vendor of services provided in accordance to the funding limits for approved services in the Spending Plan. All required supporting documentation (timesheets, receipts, invoices, etc.) must accompany all requests for payment.
2. Employees can not work more then 40 hrs in a work week. If more than 40 hours per week are needed, please contact your Case Manager
3. A work week is from Sunday to Saturday.
4. All employees must clear a criminal history background check prior to working.

Veteran Name: _____

Employer Name (if different than Veteran): _____

Employer Signature: _____ Date: _____

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