



South Dakota Family Support 360 Employee Rate Form

To ensure proper payment, please provide Acumen with the following information so the employee is paid the correct rate for the service(s) provided. Please consult the Show Me the Money* form for rate information.

Rate changes must be received by Acumen at least two (2) weeks prior to the pay period start date for which they are to take effect. If a two (2) week notice is not provided, the form will not be processed.

Retroactive rate changes are not allowed.

Employee Name (please print): _____

Employee Social Security Number (last 4 digits): _____

Using your Service Authorization and the list of Service Codes and their descriptions below, indicate the hourly pay rate you want to pay your employee. Refer to the "Show Me the Money" worksheet to help determine the hourly rate. You must inform your employee of any rate changes. Complete this form for any new employee.

Service Code: PCS – Personal Care Services Employee Rate: \$ _____

Service Code: RSP – Respite Care Services Employee Rate: \$ _____

Service Code: CC – Companion Care Employee Rate: \$ _____

Service Code: SE – Habilitation, Supported employment Employee Rate: \$ _____

Effective Date: _____ (*rate changes **cannot** be retroactive)

Participant Name (please print): _____

Participant or Representative Signature

Date

- Please complete this form for each new employee **and** each time you would like to change your employees' pay rate.
- This form **must be received by Acumen two (2) weeks prior to the pay period start date for which the rate is to take effect.** If two week notice is not provided, the form will not be processed. Refer to the Pay Schedule* to see pay period dates.
- Be advised most employers are required to pay their employees overtime (time and a half) for any hours worked over 40 each week. Please review the DOL handbook titled "*Paying Minimum Wage and Overtime to Home Care Workers*"* which can be found on our website.

Fax: (866) 496-4564

Email: Enrollment@acumen2.net

Mail: Acumen Fiscal Agent, LLC
5416 E Baseline Rd., Suite 200
Mesa, Arizona 85206

*All forms can be found at www.acumenfiscalagent.com, click on "Participant Employers" then choose your state, then choose your program.