



VF/EA Self-Directed Services

Notice of Change in DDD Waiver Program

Support coordinators use this form to let Acumen know when a participant is switching from one DDD waiver program to another (for example, from Supports Program to Community Care Program).

Instructions for Support Coordinators

1. Complete both Section 1 and Section 2 below.
2. Email the completed form to Enrollment-NJ@Acumen2.net with this subject line:

Subject: Change in Waiver Program Form - (DDD ID)

IMPORTANT: You must use the exact subject line above and fill out both sections completely. Not doing so will delay the processing of this change request.

What Happens After You Submit

1. Once Acumen processes your form, they will send you a **Request for Support Coordinator Review of Service and Pay Rate**. Acumen will not send a Bill Rate Notification for a change in DDD waiver program for an existing SDE until the review is completed and submitted.
2. After you complete the review process, Acumen will send you a new **Bill Rate Notification** with the updated service name and procedure code for each affected Self-Directed Employee.
3. After you enter the service in iRecord and the plan is approved, Acumen will receive the prior authorization, confirm that it is correct, and update their portal.

Questions? Email your Acumen Agent at Enrollment-NJ@Acumen2.net.

Section 1: Participant Information

The participant below is switching from one DDD waiver program to another on (Date):

DDD ID #:

Name:

New DDD Waiver Program: ☐ Community Care Program ☐ Supports Program

Section 2: Self-Directed Employee(s) Information

Enter all self-directed employees (SDE) working for this participant, and their SDE ID numbers.

Name:

ID Number:

Name:

ID Number:

Name:

ID Number:

Name:

ID Number:

Name:

ID Number:

Name:

ID Number:

Name:

ID Number:

Name:

ID Number: