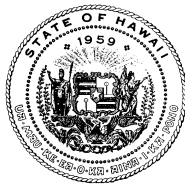


DAVID Y. IGE
GOVERNOR OF HAWAII

VIRGINIA PRESSLER, M.D.
DIRECTOR OF HEALTH



STATE OF HAWAII
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION
P. O. BOX 3378
HONOLULU, HI 96801-3378
TELEPHONE: (808) 586-5840
FAX NUMBER: (808) 586-5844

In reply, please refer to:
File:

July 10, 2017

Dear Consumer-Directed Participants/Employers,

The Developmental Disabilities Division (DDD) is pleased to inform you that a company named **Acumen** has been contracted to provide you with Financial Management Services (FMS). The purpose of the contract with Acumen is to support you with a range of services you need to be a successful Consumer-Directed (CD) employer. Acumen provides CD FMS for over 7,400 persons across 16 states. Since its start, Acumen has served hundreds of thousands of individuals in 27 states. Acumen will provide enrollment and payroll services in place of the DDD Consumer-Directed Services staff.

Acumen will begin enrolling CD employers around October 2017. You will be notified when the enrollment process into the FMS will start. **It is important for you to enroll with Acumen or you will not be able to pay your employees or continue directing your CD services.**

Acumen will help you:

- Make sure your employees are paid on time;
- Follow federal and state laws for paying your workers and paying taxes;
- Get training for carrying out your employer duties; and
- Find out if other CD workers are looking for work.

What Will Acumen Do?

Help You Manage Your Annual CD Budget

At the time of enrollment with the FMS, you will have a budget to spend on your CD services. Your budget will be based on the CD services in your Individualized

Service Plan (ISP). You will decide how much to pay your workers within an established range.

Acumen will provide assistance for you to:

- Prepare an annual plan for your CD services. You are responsible to keep spending within your budget for the year. Acumen will provide you information and support to develop your plan;
- Adjust the type and amount of hours of your CD services, as long as you keep within your budget. Acumen will help you to make changes in your budget;
- Track how much money was spent on worker pay. Acumen will provide you a monthly report on the cost of your CD services. You will also know how much money is left in your budget; and
- Know if there is over-spending or if you are not using your CD budget. Acumen will also notify your case manager for you.

Enroll Employer and Employee for FMS Supports

You are responsible as an employer for finding, hiring, training, supervising, and firing (if necessary) your employees. You are also responsible for making sure federal and state laws are followed for paying employees and paying taxes.

Acumen will:

- Help you to complete all employer forms required by the government;
- Give you the needed forms for your employees to complete;
- Offer you employer training in finding, hiring, training, supervising, and firing (if necessary) your employees;
- Provide you an employer manual; and
- Offer you different ways of enrolling with Acumen (such as web-based enrollment, group and face-to-face meetings).

Designated Representatives as the Employer

- If you need help to carry out your responsibilities as an employer, your guardian can be your designated representative;
- The designated representative will be responsible for all of the employer duties; and
- Acumen will provide the designated representative with necessary forms to be considered the employer. This includes completing an application for a Federal Employer Identification Number (FEIN) for reporting of taxes.

Collect Timesheets and Pay Employees

You are responsible to make sure that your employees are paid for their work. This means timesheets must be accurate and timely. When the FMS starts, the following actions will help Acumen to make sure your employees are paid:


- After you are enrolled with Acumen, you will now send timesheets to Acumen instead of the DDD Consumer-Directed Specialist;
- Timesheets must be submitted twice a month. This means your workers will get paid twice a month;
- Acumen will offer you different ways to submit worker timesheets (web-based, fax or mail). You must still meet timesheet deadlines so your workers can get paid on time;
- Acumen will pay your workers after taking out state and federal taxes. Acumen will also pay your employer taxes; and
- Your workers will have a choice for direct deposit of their pay into their checking account.

As stated earlier, Acumen will begin enrolling all the CD employer about October 2017. Upon enrollment, you will be able to start managing your budget.

To learn more about Acumen, visit its website at <https://fms.acumenfiscalagent.com> or call the customer service line at (866) 759-9498.

You will be getting more information about enrolling with Acumen through future meetings on each island and letters from DDD and directly from Acumen. If you have immediate questions, please contact your case manager or call the DDD Consumer-Directed Specialist at 733-9191.

Sincerely,



Mary Brogan, Administrator
Developmental Disabilities Division

c: Debra Tsutsui, DDD, CRB
Jennifer La'a, DDD, CMB
Robert Jones, DDD, CMB
Jon Fujii, DHS, MQD
Aileen Manuel, DHS, MQD