

VF/EA Fiscal Intermediary Transition

September 4, 2025

VF/EA Fiscal Intermediary Transition

Plan Revision Guidance for Support Coordinators

- The [SC Plan Revision Guidance](#), updated on August 28, includes guidance for all Cohorts (1 – 5) and replaces all previous guidance.

FI Transition Update for Individuals and Families

- The [FI Transition Update for Individuals and Families](#), released August 22, includes:
 - Enrollment Information
 - Plan Revisions and Continuity of Services
 - Mandatory Electronic Visit Verification (EVV) Information
 - Mandatory Service Documentation Information
 - Restoration of Rollover Units Request Process

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What an SC Must Not Do When Revising a Plan (or Creating a Renewal Plan) with SDEs

Support Coordinators MUST NOT do any of the following:

(Doing so can result in a gap in the individual's services and/or their SDEs being unable to submit to either FI for their hours worked)

- **DO NOT** enter a "fake" Self-Directed Employee ID Number when adding an Acumen SDE service line.
 - SCs must only enter the SDE ID Number they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter the same billable rate an SDE had when they were enrolled with PPL.
 - SCs must only enter the billable rate they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter any Acumen service start date that was not received in an Acumen Billable Rate Notification.

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What an SC Must Do If They Think a Billable Rate Notification has Wrong Information

- If an SC receives a Billable Rate Notification that they feel contains incorrect information (e.g., wrong billable rate, wrong service name), they need to contact Acumen **at the email address it was received from**. We also recommend copying the DDD Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- State law requires employers to procure and pay for workers' compensation (WC) insurance for their employees. This includes employers in Self-Directed Employee (SDE) Models.
- For individuals participating in either of DDD's SDE Models, the employer cost for maintaining WC insurance is currently funded by the individual's budget.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- The cost of WC in the VF/EA model (the amount deducted from the individual's budget) has increased from an annual flat rate of \$172 that covered all SDEs in the individual's plan, to an annual rate of about \$2,100 per year per SDE (based on a 40-hour workweek at an hourly wage of \$25).
- To avoid the need to adjust services to accommodate this change, DDD is pleased to announce that, for the foreseeable future, it will assume the cost of WC for employers in the VF/EA SDE model. This means DDD self-directing employers in the VF/EA model will no longer pay WC from their DDD budgets.
- Support Coordinators do not need to do anything related to workers' compensation for SDEs enrolled with Acumen in the VF/EA SDE Model.

Upcoming Acumen Transition Webinars

Sep. 4	11 am – 12 pm Webinar For Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 11	11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 18	11 am – 12 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 25	11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services



Acumen Fiscal Agent

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**NJ VF/EA
Acumen Support
Coordinator and Supports
Broker Webinar**

Date: September 4, 2025

Don't Wait, Enroll Now!

Participants in all Cohorts (1, 2, 3, 4, 4a, and 5) should complete their enrollment now through the Electronic Enrollment System (EES). Your families can also book an appointment with a NJ Agent, which will help to ensure you complete all necessary steps.

- [Book an Appointment](#)
- [Electronic Enrollment System \(EES\)](#)
- [NJ Training Materials](#)

Support Coordinator Reminders

- If a vendor service does not have accurate, up-to-date Community Vendor details in the Service Description box, the Acumen Vendor Team will need to contact the Support Coordinator.
- It is important that Support Coordinators respond as soon as possible and provide the requested vendor information. Without that information, the individual cannot be linked to that vendor in the Acumen system.
- Sample email outreach to a Support Coordinator:

Hello,

We have received an authorization for DDD ID [insert ID #]. However, the corresponding SDR for [Insert Vendor name], PA number [Insert PA number] does not provide sufficient detail for us to accurately identify the vendor.

To proceed, could you please provide the following information:

- Full vendor name
- Vendor address
- Vendor Email
- Phone number
- EIN (if possible)

This information will help us ensure proper processing and coordination. Thank you for your assistance, and please let us know if you have any questions.

Support Coordinator Reminders

- Billable Rate Notification emails have started to go out to Support Coordinators.
- Services in a plan cannot overlap between two fiscal intermediaries, so Support Coordinators must receive billable rates for all employees before revising the plan.
- For individuals with both self-directed employees and vendor services, all services must have the same service end date with PPL and the same service start date with Acumen.
- Some initial billable rate notifications mistakenly went out with an hourly rate entered in the "Service Billable Rate" field (hourly wage plus employer burden markup).
- If you received a notification with an hourly billable rate:
 - Disregard that notice, as Acumen has sent out corrected notifications that has the appropriate 15-minute-unit rate entered in that field.
 - Do not attempt to calculate the 15-minute-unit rate yourself by dividing the hourly rate by 4. Wait to receive the 15-minute-unit rate from Acumen.

Understanding the Billable Rate

- Being classified as live-in does not automatically qualify you for tax exemptions in New Jersey.
- Tax exemptions are determined **solely by the relationship** between the employee and employer, not by living arrangements.
- Wages are exempt from FICA, FUTA, and NJ unemployment **only if** the employee is a:
 - Spouse
 - Parent
 - Partner in a civil union or common-law marriage with the employer
 - If none of these relationships apply, **standard tax withholdings and employer burdens** still apply—even for live-in employees.

Understanding the Billable Rate

- Burden exemptions are relationship-based, not location-based.
 - Below are the actual burden rate multipliers used in billing:

Relationship to Employer	Total Employer Burden	FICA/FUTA/SUTA
No relationship	11.85%	Yes
Child of employer (age 18–21)	03.60%	SUTA only
Spouse	00.00%	Exempt

Supports Broker

During the time of enrollment, we ask the Employer to indicate if they are using a Supports Broker.

- If they are, they will need to complete the Supports Brokerage Authorization form.



SUPPORT BROKERAGE AUTHORIZATION FORM

Individual Name	
First:	Last:
DDD ID:	
Employer Name (this must be completed if different from Individual)	
First:	Last:

This form is required if an individual/guardian has hired/will hire either an agency or a self-directed employee to provide DDD-approved Support Brokerage services. Completion and signing of this form grants the fiscal intermediary, Acumen Fiscal Agent, LLC, permission to talk with the Support Brokerage agency or self-directed employee identified below to discuss the individual's self-directed services, employees and/or community vendors, as applicable.

If the Support Brokerage provider is an agency, please list the name and contact information for the agency (*do not list agency administrator or individual staff*). If the Support Brokerage provider is a self-directed employee, please list the name and contact information for the employee.

Unless noted otherwise, this authorization is in effect from the Support Brokerage service prior authorization (PA) start date through the Support Brokerage service PA end date.

Support Broker Details			
First Name:	Last Name:	Phone:	
Email:	Agency:		

Agree and Sign: I confirm that the details given are accurate and complete.

Employer Signature:	Date:
Support Broker Signature:	Date:

Who To Contact:

- ✓ **Client Service Agent Team**
 - **848-400-5903**
 - **Enrollment-NJ@acumen2.net**
- ✓ **Vendor Service Agent Team**
 - **848-400-5738**
 - **Vendor-NJ@acumen2.net**
- ✓ **Customer Service Team**
 - **833-892-0413**