

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

VF/EA Fiscal Intermediary Transition

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.

VF/EA Fiscal Intermediary Transition

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 Transition- Vendors Webinar

Date: September 4, 2025

Community Vendor Reminders

- Community Vendors that provide services to DDD-enrolled individuals need to enroll with Acumen as soon as possible.
 - Any active vendor that has not received the Docusign packet with the Electronic Funds Transfer (EFT) and W-9 form should contact the Acumen Vendor Team by phone at 848-400-5738 or by email at vendor-nj@acumen2.net.
 - To be fully enrolled with Acumen, Community Vendors must complete the Docusign packet. Completing the Electronic Funds Transfer (EFT) and W-9 form manually and submitting them to Acumen by email, fax, or mail *will delay processing*.

What You'll Need to Enroll

- Authorized Representatives should review the "What You'll Need to Enroll" list.
- The "What You'll Need to Enroll" lists are found on the Acumen NJ Website, under the Authorized Representative tab.
 - [What You'll Need to Enroll - Vendor.pdf](#)
- **PLEASE NOTE:** Once an Authorized Representative has completed the Electronic Enrollment System process, they do not need to log in again to complete the Vendor Agreement for a NEW Community Vendor service that has been added to the plan. Support Coordinators should follow their usual process for adding a new vendor service. Once the service is approved, Acumen will receive the service prior authorization electronically, process it, and add it to the vendor and participant account.

Authorized Representatives

- An individual in the VF/EA Model needs to either enroll with Acumen and act as their own Authorized Representative (AR) or work with their Support Coordinator and planning team to identify someone else to enroll as the AR.
- This will depend on whether the individual has a legal guardian and whether they are able to manage the AR responsibilities on their own (or with limited support, such as prompting).
- Authorized Representatives are responsible for signing off on invoices submitted by the Community Vendor to confirm services were rendered
- [Community Vendor Entry Sign Off- Quick Reference](#)

UPCOMING TRAINING

Check our website for ongoing updates:

[New Jersey - Training Materials – Acumen Fiscal Agent](#)

Training Schedule:

For Community Vendors: [Vendor Training Schedule](#)

For Participants and Authorized Representatives with Vendor Only Services: [Authorized Representative Training Schedule](#)



Training Delivery Methods



- Virtual Instructor-Led Training (VILT)
 - Live webinars delivered via Microsoft Teams
 - ✓ Q & A features enabled and moderated in real time
 - ✓ Live captions available
 - ✓ Multiple Dates Scheduled- Individuals, Authorized Representatives, Employers, Employees, Community Vendors, Support Coordinators and Support Brokers can attend as many trainings as they would like.
 - Training content is delivered with a mix of presentation via PowerPoint, real time video demonstrations, and screen sharing of training resources.
 - ✓ Located on the Acumen Training Help Center and Acumen Fiscal Agent website
 - Live Webinar Training Link: [Click Here](#)



- Video on Demand Training (VOD)
 - Recorded webinar or pre-recorded training
 - Allows users to access anytime, anywhere, and as often as needed
 - Option to pause and enable captions
 - Chapters allow users to navigate content quick and easily

Who To Contact:

- ✓ **Client Services 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**