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**Memorandum**

To: Personal Choices Participants/Employer of Record

By June 2, 2024, your personal care worker will be required to clock-in when starting their shift and clock-out when the shift is complete. The federal law of the 21<sup>st</sup> Century Cures Act requires the use of an Electronic Visit Verification (EVV) system. Payment for in-home services will require system verification of the visit by the Client/Employer of Record (EOR).

Starting with the pay period beginning Sunday, June 2<sup>nd</sup>, time worked must be submitted electronically.

**The last pay period to accept paper timesheets via fax or email is Sunday, May 19-Saturday, June 1. NO PAPER TIMESHEETS WILL BE ACCEPTED FOR TIME SUBMITTED AFTER JUNE 1, 2024.**

In order to ensure no lapse in payment, workers should begin using one of the EVV options as soon as possible. Acumen will be providing training sessions via Microsoft Teams on May 7<sup>th</sup> at 11am and May 15<sup>th</sup> at 5pm. Video trainings are also available on the Acumen website at <https://www.acumenfiscalagent.com/state/alabama>

As previously stated, all visits/services must be verified electronically by the allowable methods provided. Your Counselor will have handouts that can be used as a quick reference for how to verify time worked. If you need help accessing log in credentials for your or your employees, please contact your Counselor for assistance.

Please note that the timely filing limit is 60 days. Beginning June 1, 2024, all corrections to EVV time must be done within 60 calendar days for payment to be considered.

Some of the benefits of using the EVV system are as follows:

- Greater accuracy in service tracking, reporting, and billing for in-home care workers
- Reduction of manual work needed with paper processes
- Faster corrections of pay issues ensuring payment timely

ADSS continues to be committed to assisting our Personal Choices participants during this transitional time. Our goal is to avoid any interruption of service to our clients who are served through the Elderly and Disabled and ACT waiver programs and to prevent delay of payment to workers providing your care.