

**NJ DDD DCI**

**Systems**

**Training for**

**Employers**

**Welcome to Acumen!**

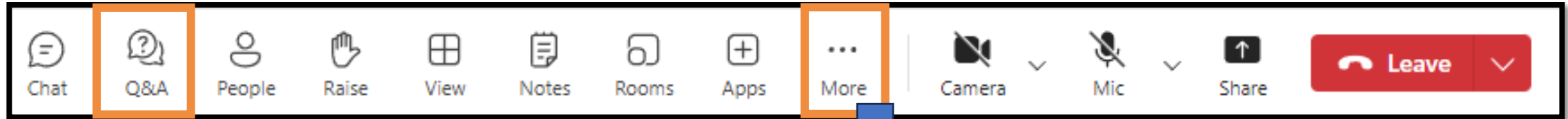
Thank you for joining the Acumen Family!



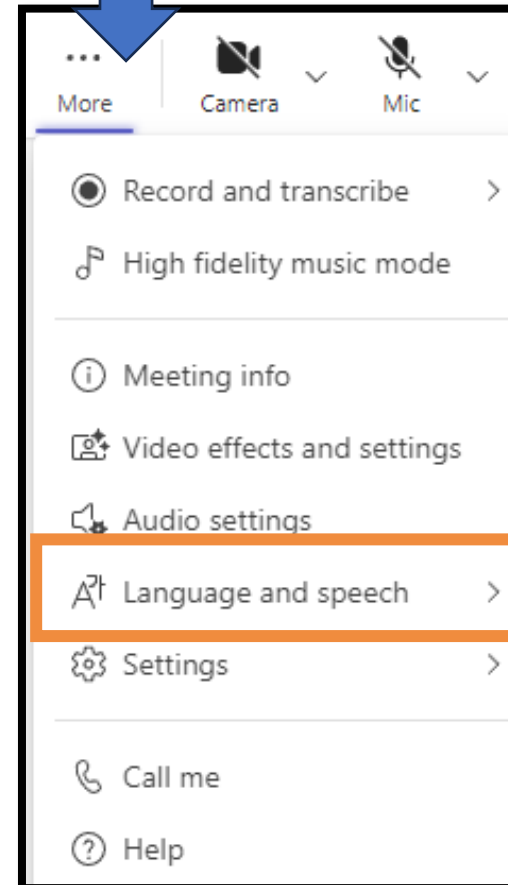
**Acumen powered by DCI**

Helping create a positive, long-lasting  
impact on people's lives.

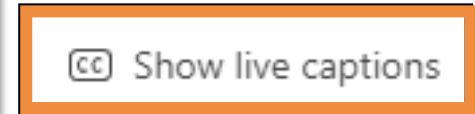
# Using Microsoft Teams



- Ensure both the Camera & the Mic are disabled (as pictured above with a line through them)
- Today we will not be using the Chat (disabled) or Raise hand features
- Click the **Q&A** button to type & send your question during the meeting



- To enable closed captioning:
  - ✓ Click the **More** button (three dots)
  - ✓ Select **Language and speech**
  - ✓ Click **Show live captions**
- OR press **ALT+Shift+C** on your keyboard



## How to Schedule a Booking with a NJ Client Services Agent?

Reach out to Customer Service to receive the booking link of your assigned agent:

- **Email Support** – [customerservice@acumen2.net](mailto:customerservice@acumen2.net)
- **24/7 Phone Assistance** – **833-892-0413**



Contact your assigned agent directly to receive their booking link:

- **Email Support** – [enrollment-nj@acumen2.net](mailto:enrollment-nj@acumen2.net)
- **Phone Assistance** 9a.m. to 4p.m. - **848-400-5903**



There are three different ways to conduct your scheduled booking in EES:

- **In-Person Support** – visit our local office in Hamilton, NJ to conduct the enrollment
- **Virtual Video Meeting** – receive support from the comfort of your home.
- **Phone Assistance** – an agent will conduct the enrollment over the phone.

# Bookings



## How to Prepare for Enrollment:

### Client Information:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Physical Address
- Email
- Phone Number
- Cell Phone (optional)
- Support Coordinator Name
- Support Coordinator Email
- Support Coordinator Phone

### Employer Information:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Gender
- Physical Address (No P.O. Box)
- Mailing Address (if different)
- Email
- Relationship to the Individual receiving services
- EIN

### Employee Information:

- First Name
- Last Name
- Aliases or other names used
- Date of birth
- Social Security Number
- Physical and Mailing address
- Contact info (email and phone)
- Citizenship status
- Relationship to the employer
- Driver's license number (if transporting the individual)

# Bookings



## How to Prepare for Enrollment:

### Employment Information:

- Employment details including:
  - services provided
  - hourly wage per service
- Whether the employee resides with the client
- Will the employee administer medication
- Will the employee provide behavior support
- Any required specialized training
- Total number of clients served
- Race/ethnicity, veteran status, disability status

### Vendor(s) Agreement:

- Vendor(s) Name
- Service vendor(s) will be providing

# Next Steps



## Once the Enrollment is completed in EES:

- The Agent will send out a **Next Steps** email to advise of any missing information/documents after the booking is conducted.
- Once all the documents are audited for accuracy, an Agent will reach out if any corrections are necessary.
- For **New Referrals**, the Background checks need to be completed before moving forward.
- The Support Coordinator will receive the **Billable Rate** to submit the revised authorization.
- Once all the required steps are completed, a **Good to Go letter** will be emailed to the Employer and any Employee(s) which will include the **Start Date** and login credentials.

# Acumen & DCI

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# Who is Acumen?



- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

# What is DCI?

DCI is the electronic invoicing system that allows self-directed employees and community vendors to securely submit documentation for payment approval by the Employer.

## Web Browsers

- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari



# What is EVV?

- The 21st Century Cures Act, signed into law December 13<sup>th</sup>, 2016, by President Obama, requires state agencies to use a system of **electronic visit verification** (EVV) for all Medicaid personal care services (PCS) and home health care services (HHCS) that require an in-home visit by a provider.
- EVV uses electronic devices to verify a provider's visit
- The following data is collected for each visit:
  - ✓ The date of the service
  - ✓ The location of the service
  - ✓ The time the service begins and ends
  - ✓ The individual receiving the service
  - ✓ The individual providing the service
  - ✓ The type of service performed



# Self-Directed Employees - Enter Time

They select one per shift (each clock in/out)

## Mobile App



- **\*Preferred Method**
- Real Time Entry – **EVV compliant**
- Quick & Easy
- [Mobile App Guide](#)

OR

## Phone EVV



- Landline
- Real Time Entry – **EVV compliant**
- Historical Entry – Non-EVV compliant
- Option when access to a mobile device or computer is limited

OR

## Web Portal



- **Only used for service interruptions**
- Time Management
- [Historical Entry](#) & Corrections – Non-EVV compliant
- Manual Time Approval
- [Profile Settings](#)
- **\*Includes Mobile Web Portal** – Mobile-friendly web portal version accessed via smartphone or tablet

# Web Portal

## Full Site – Most compatible when accessed via desktop or laptop

- The employer reviews and manages time
- Employees correct punches and/or enter historical time
- All users may update profile settings

# Initial Log In

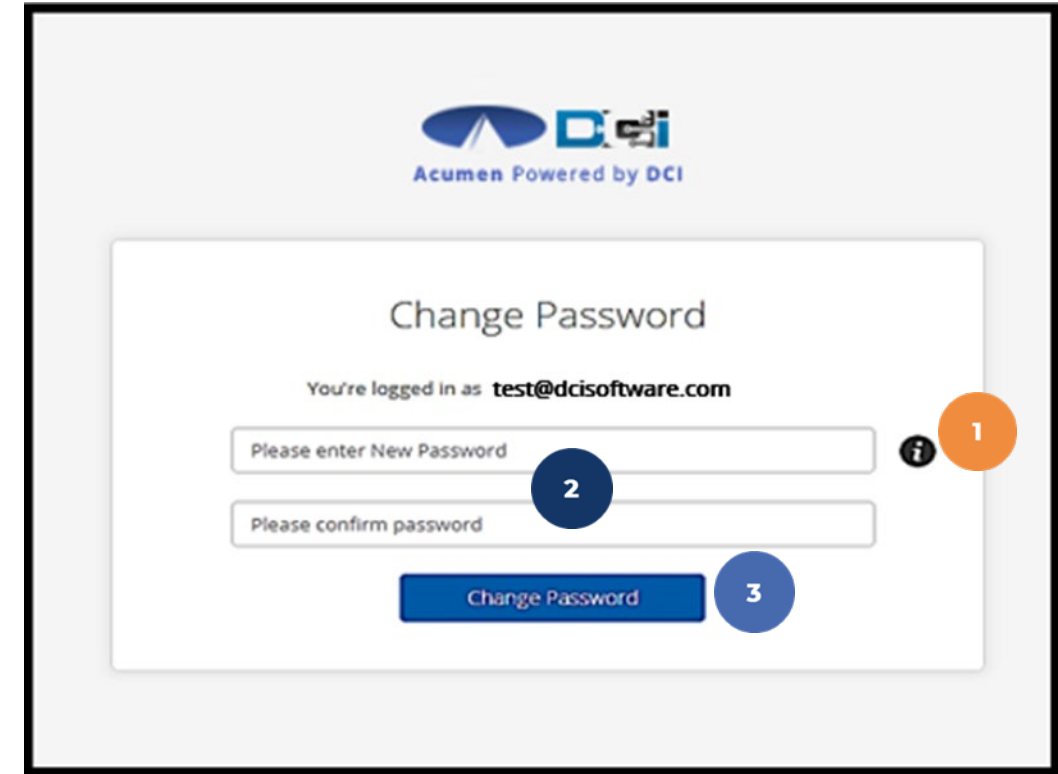


**\*Please note:** You must verify via the link in your email to login in for the first time

**When logging in for the first time, you will be asked to change your password.**

1. Hover over the circular “i” icon on the right to see the password requirements
2. Enter the same password in both password fields
3. Click the blue **Change Password** button

**\*Please note:** After changing the password, an email will be sent to you stating that you have changed your password.



**Password Criteria**

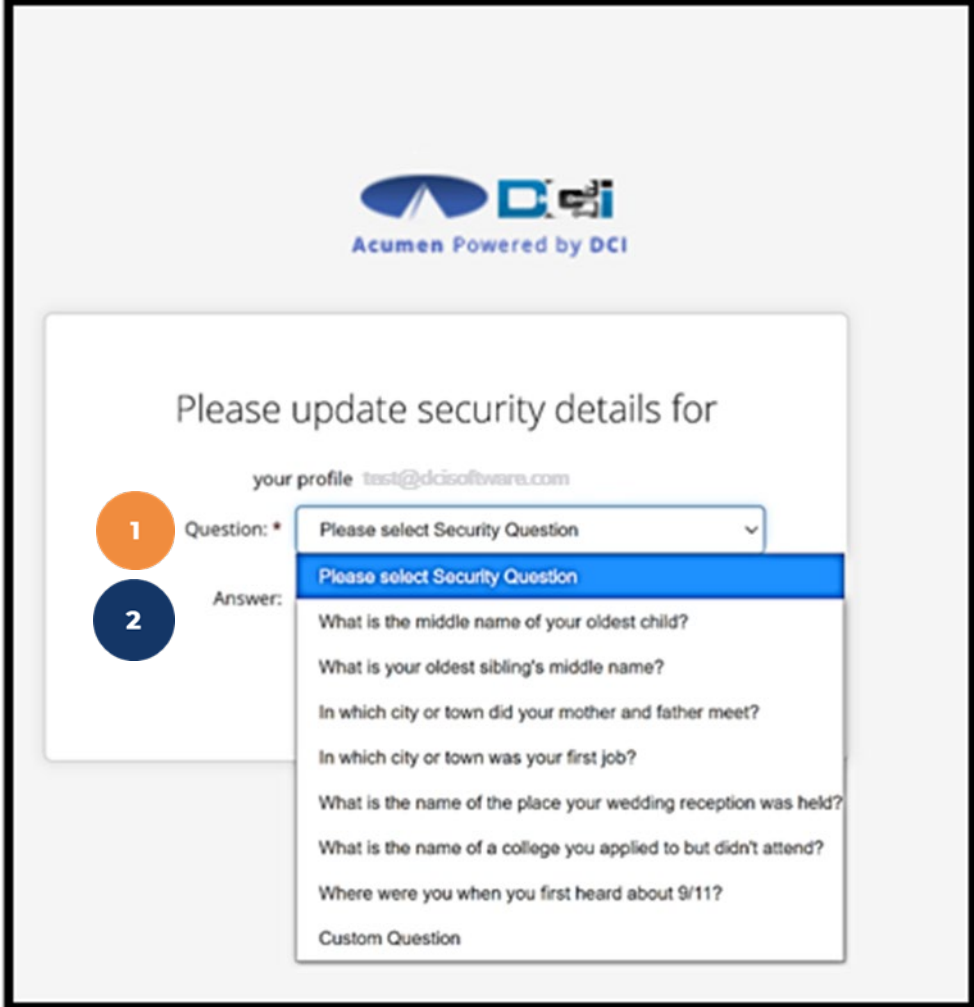
1. Must be at least 10 characters.
2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3. Must not contain more than two repeated characters in a row.
4. The password should be different from the 3 previous passwords.

# Security Question

To keep your profile safe, you will need to choose a security question the first time you log in.

1. Select a question from the drop-down menu
2. The answer must be at least five characters which cannot be repeated in a row

**\*Please note:** Remember the answer to the security question you chose, to reset your password in the future.



The screenshot shows a web interface for updating security details. At the top, it says "Please update security details for" followed by "your profile test@dcisoftware.com". Below this, there are two numbered steps: 1. "Question: \*" and 2. "Answer:". The "Question" field is a dropdown menu with "Please select Security Question" selected. The "Answer" field is a text input with "Please select Security Question" entered. A list of security questions is displayed below the answer field, including: "What is the middle name of your oldest child?", "What is your oldest sibling's middle name?", "In which city or town did your mother and father meet?", "In which city or town was your first job?", "What is the name of the place your wedding reception was held?", "What is the name of a college you applied to but didn't attend?", "Where were you when you first heard about 9/11?", and "Custom Question".

# Web Portal Messaging Module



1. Click the **Mail** icon (envelope) in the top right corner of the main menu to access the inbox
2. Alternatively, if the red **high priority message banner** displays, click it to access the inbox.



The screenshot shows the web portal dashboard for 'Steph Employee1' covering the period from 12/09/2023 to 12/15/2023. A red banner at the top indicates 'You have 1 high priority message(s) in your Inbox'. The dashboard includes an overtime gauge showing 'No entry in current week' and a table of hours.

Total Hours	12/09/2023 To 12/15/2023
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
<b>Total Hours:</b>	<b>0.00</b>

# Web Portal Messaging Module

Select a message to view by clicking anywhere on the line

- ✓ Bold text indicates the message has not been read
- ✓ Light text indicates the message has been read
- ✓ A yellow star indicates a high priority message
- ✓ A paperclip indicates an attachment






Archive Delete Export

Showing 30 out of 72 records




<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	<b>Paystub for check date XX/XX/XXXX</b>	11/02/2023 02:00 AM	
<input type="checkbox"/>	★		Kristen Ziegler	hello there	12/08/2023 05:19 PM	
<input type="checkbox"/>	★		Steph Client1	Checking on the status	11/02/2023 11:50 AM	
<input type="checkbox"/>	★		DCI Support	Punch Rejected	10/12/2023 08:33 AM	

# View Paystubs/Statements via Messaging Module

1. Locate the Paystub/Statement message in the inbox and click anywhere on the line to view it
2. Click the **Attachments** tab
3. Click the **eye** icon in the download column to view the paystub/statement or the **download** icon to download it

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>			DCI Support	Account Statement	07:42 AM	 

Notes **Attachments** 2

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Aug 27, 2024	Account Statement.pdf		82.16 KB	<a href="#">Stephanie Smith</a>	 	Active

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# Facial Recognition Setup

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# What is Facial Recognition?

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- Facial recognition is the process of identifying or verifying a person's identity by comparing their face to a collection of pictures of them
- It "learns" over time and becomes more accurate with each submission
- Acumen collects but does not share photos
  - Photos are stored in a secure business cloud and are only used by our facial recognition technology to verify that the client was present for the employee's visit
  - Photos are not stored on the employee's device



# Facial Recognition Setup

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Take a picture of the client (participant). Photos must comply with the requirements below:

- ✓ Participant is the only individual in the photo
- ✓ Participant is facing the camera directly with a full face in view
- ✓ Participant is not wearing sunglasses, hat, or any other accessory that alters the Participant's appearance.
- ✓ Photos are taken with a solid color background
- ✓ Photo size is 2MB or less
- ✓ JPG format



# Facial Recognition Setup

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Email the picture to Acumen Customer Service at [customerservice@acumen2.net](mailto:customerservice@acumen2.net)

**\*Please note! A valid email must be on file for the employer/client (participant) to set up facial recognition. The photo must be sent from the email on file.**

- Type “Photo - Facial Recognition Setup” in the email subject line
- Enter the client’s name, state, and program in the body of the email.
- Acumen will send notification when setup is complete
  - ✓ Your employee will now be able to use Picture as an EVV option at clock out when using the mobile app



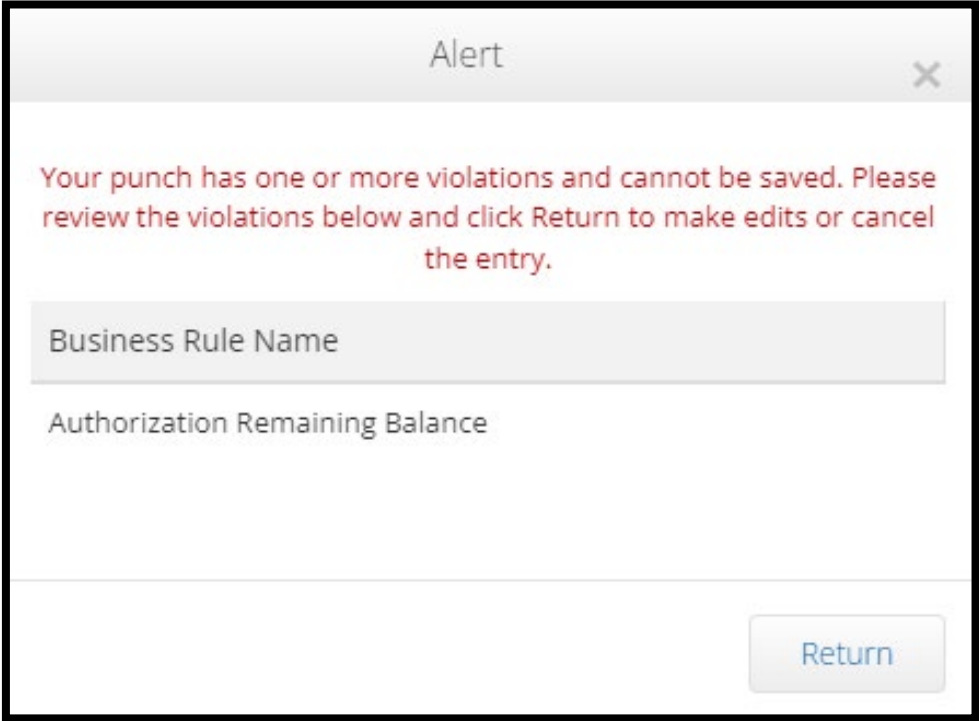
# Troubleshooting

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# Alerts

Business rules are a tool used by your organization to validate, by service code, specific requirements mandated by that service. When a punch violates a business rule, the employee will receive an alert explaining the violation and what action needs to be taken.

One of the most common business rules is the **Authorization Remaining Balance** rule. This rule checks to see that there are enough funds in the authorization/service plan to cover the punch.



Alert

Your punch has one or more violations and cannot be saved. Please review the violations below and click Return to make edits or cancel the entry.

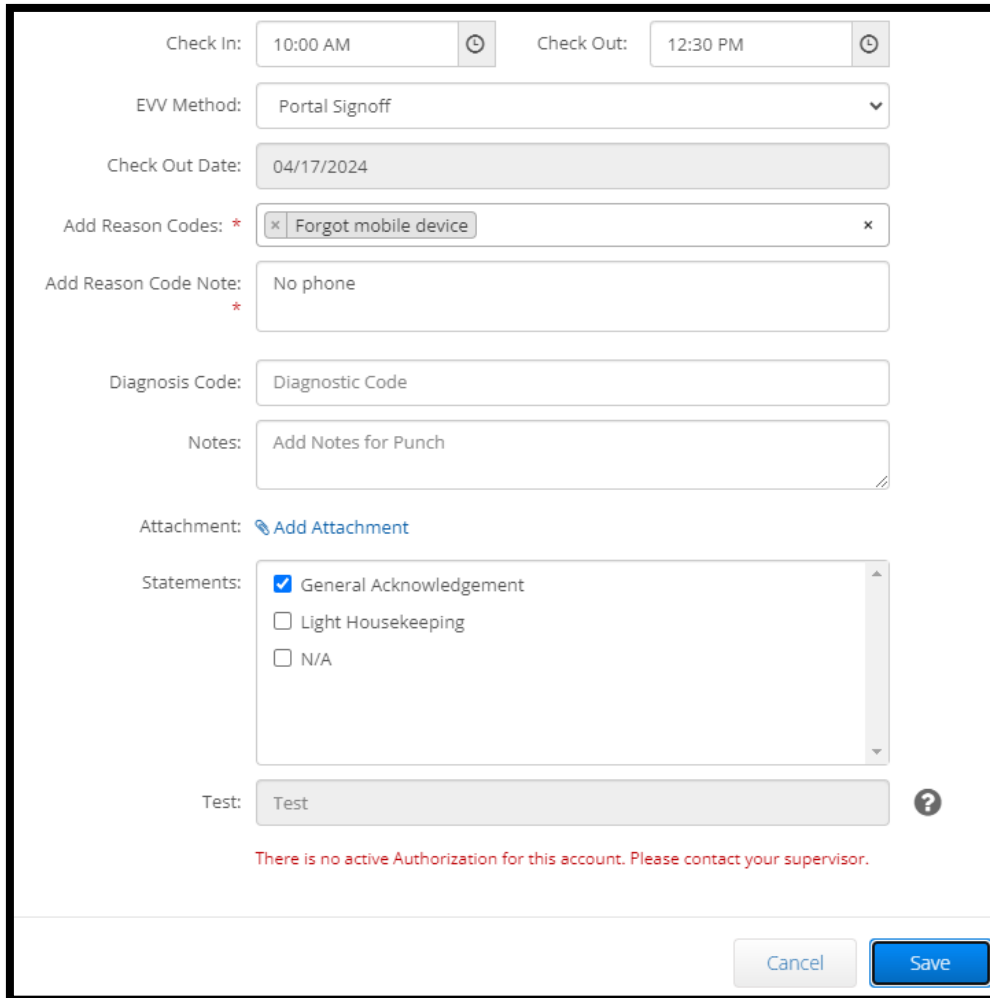
- Business Rule Name
- Authorization Remaining Balance

Return

- The employee will receive this alert and cannot save the punch
- They must edit the punch or cancel the entry
- The employer should review their unit utilization

# Alerts

Many other business rules pertain to the authorization/service plan such as the **Authorization Expiration Date** rule.



Check In: 10:00 AM    Check Out: 12:30 PM

EVV Method: Portal Signoff

Check Out Date: 04/17/2024

Add Reason Codes: \*

Add Reason Code Note: \*

Diagnosis Code:

Notes:

Attachment: [Add Attachment](#)

Statements:  General Acknowledgement  
 Light Housekeeping  
 N/A

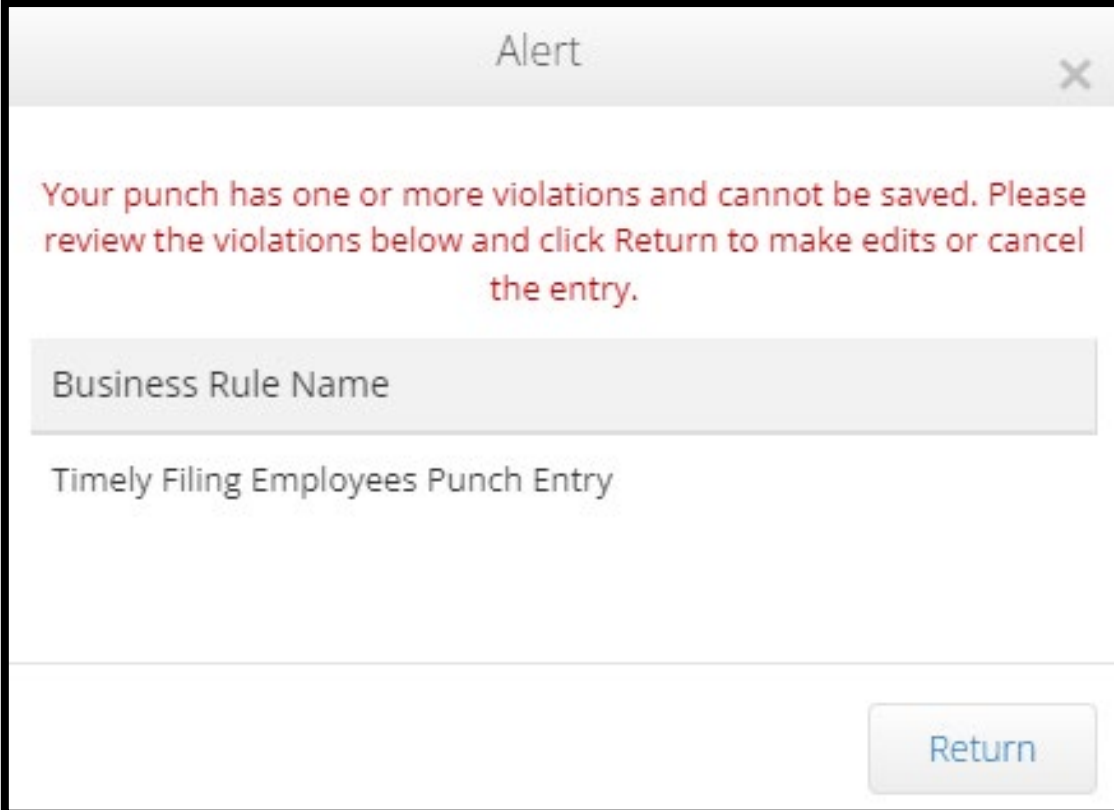
Test:

There is no active Authorization for this account. Please contact your supervisor.

- The employee will receive this alert when attempting to punch for a date after the authorization/service plan has expired
- They cannot save the punch
- The employee should contact the employer
- The employer should verify their authorization data in DCI

# Alerts

Punches must be **entered AND approved** within a certain number of days of the date of service (program-determined). After that number of days has passed, the **Timely Filing Employees Punch Entry** or the **Timely Filing Employee Punch Approval** rules will prohibit the punch from being saved.



Alert

Your punch has one or more violations and cannot be saved. Please review the violations below and click Return to make edits or cancel the entry.

Business Rule Name

Timely Filing Employees Punch Entry

Return

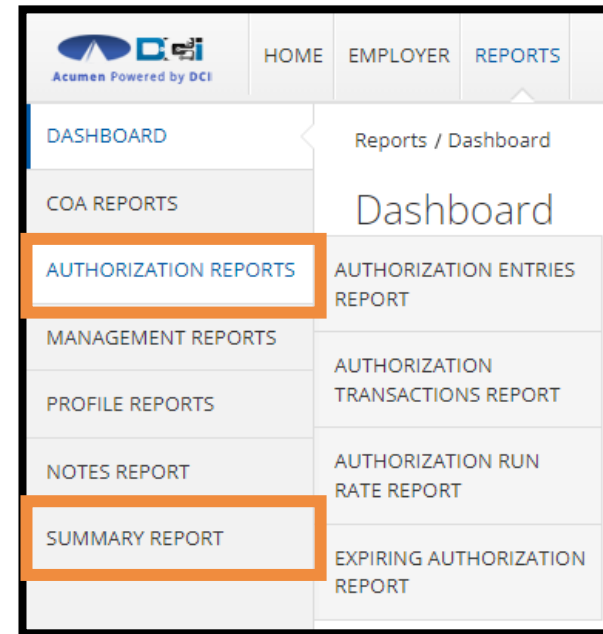
- The employee will receive this alert when attempting to punch for a date after the deadline
  - The Timely Filing Employee Punch Approval alert would show if the punch was created within the timeframe, but the employer was attempting to APPROVE the punch after the deadline.
- The employee cannot save the punch
  - Or, in the case of the Timely Filing Employee Punch Approval alert, the employer would be unable to approve the punch.
- No action can be taken



Acumen Fiscal Agent  
Innovation • Opportunity • Freedom

# Alerts in Review

- Employees and employers should communicate as needed regarding alerts and the client's authorization/budget
- To review the authorization/budget for the client:
  - ✓ Run the Summary Report and/or Authorization Reports
  - ✓ Use the Authorizations widget on the Dashboard
- Use the tools in DCI to stay informed



Authorizations

Steph Client - 125 Date of Service

Authorization for Client: **Steph Client**

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorization Holds	Current Available Balance	Monthly Max	Weekly Max	Daily Max
SDFSS	09/01/2024	09/06/2025	1000.00 Dollars	1000.00 Dollars	706.21 Dollars	293.79 Dollars	1000.00 Dollars	1000.00 Dollars	1000.00 Dollars
PCS	02/01/2024	02/27/2029	1000.00 Units	1000.00 Units	60.00 Units	940.00 Units	1000.00 Units	40.00 Units	24.00 Units

# Paid Sick Time

# Paid Sick Time Rules



Employees earn sick time in accordance with New Jersey law and program guidelines. Sick time accrues at a rate of **one hour for every 30 hours worked**, with a maximum of **40 hours per benefit year** (January 1 – December 31). Employees may carry over up to **40 hours of unused sick time** into the next benefit year. Sick leave can be used in 15-minute increments and is intended for personal illness, medical appointments, or caring for an immediate family member.

## **Requesting Time Off – Scenario Requirements**

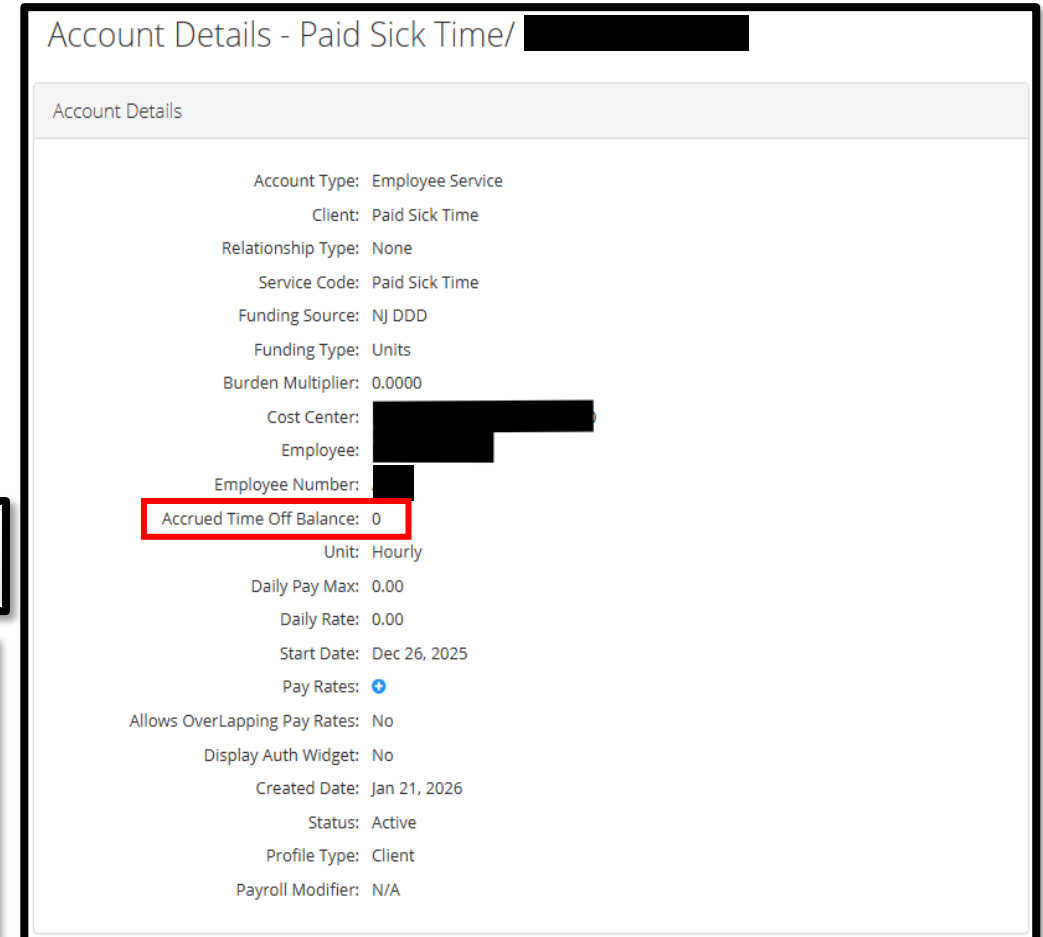
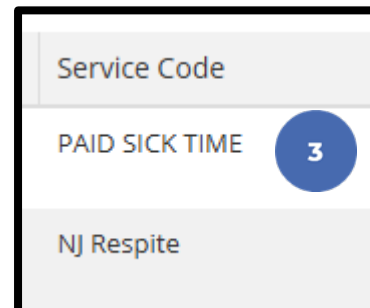
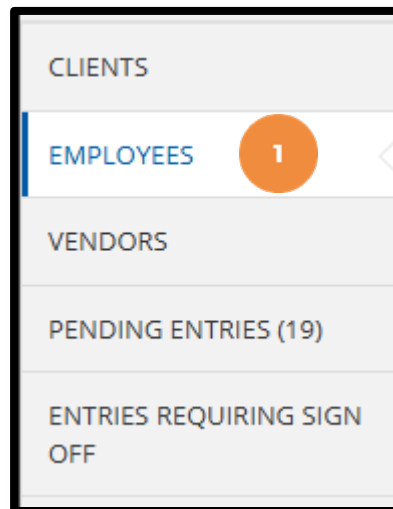
Employees must:

1. Notify the Employer as soon as possible when sick leave is needed.
2. Submit requests in accordance with Employer procedures (verbal or written notice).
3. Provide documentation if required for extended absences or as outlined in programming policy.

*Employers should ensure compliance with state regulations and maintain accurate records of sick time earned and used.*

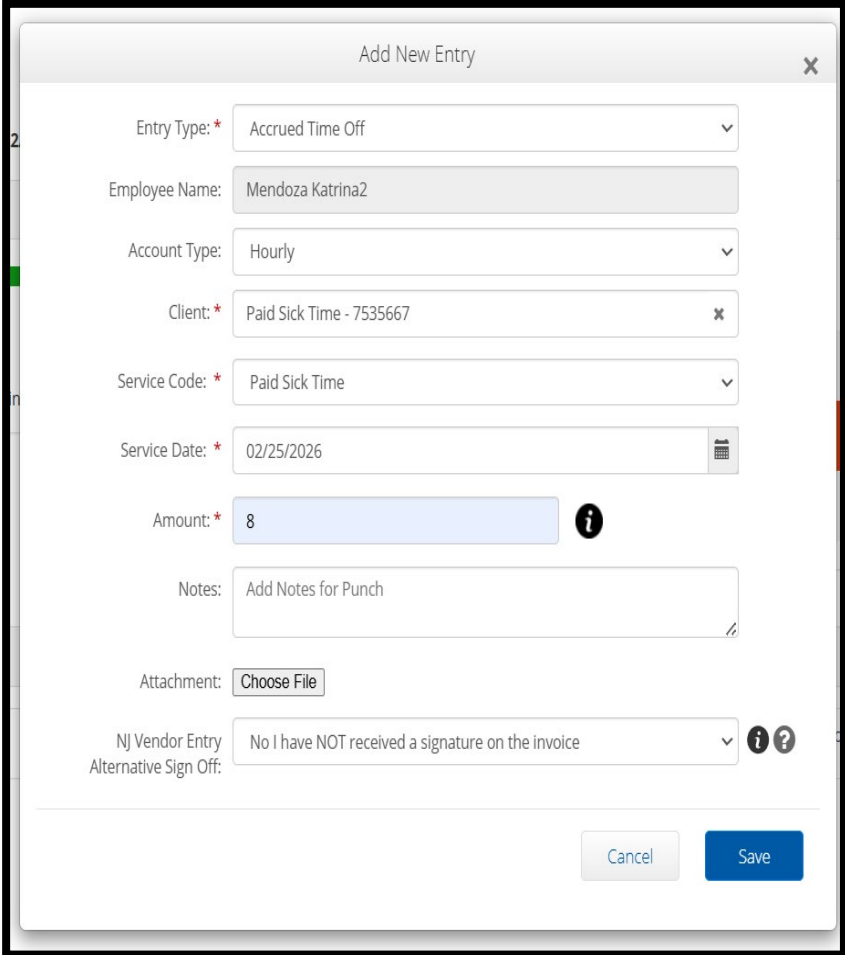
# Viewing Accrued Paid Sick Time

1. Click on **Employees** on the submenu. Select the correct Employee from the list to view details.
2. Click the **Accounts** tab, select the Service Code **Paid Sick Time**.
3. Open the account page by clicking anywhere in the line for **Paid Sick Time** (do not click hyperlinks)
4. On the Account Details widget, you will find the "Accrued Time Off Balance". You will see the balance available listed on this page!



# Create a Paid Sick Time Entry

1. Navigate to the Add New Entry form wizard
  - Home > Add Entry
2. Complete the form:
  - Entry Type: **Accrued Time Off**.
  - Account Type: **Hourly**.
  - Client: **Paid Sick Time**.
  - Service Code: **Paid Sick Time**.
  - Service Date: **Paid Sick Time**.
  - Service Date: The date for which the employee is claiming sick time.
  - Amount: The amount of hours submitting for sick time.
  - Click **Save** and **Yes** to confirm. An Accrued Time Off entry has now been created.



The screenshot shows the 'Add New Entry' form wizard with the following fields and values:

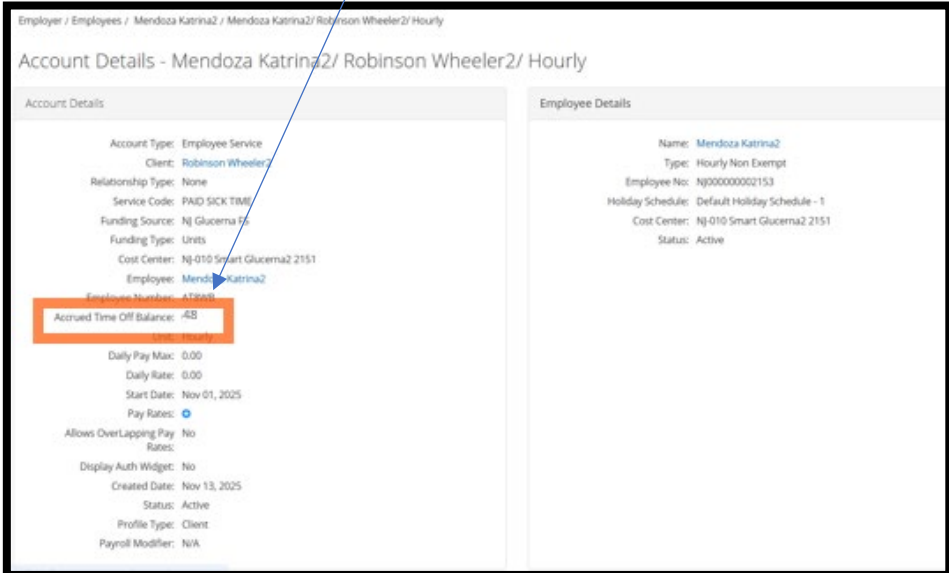
- Entry Type: \* Accrued Time Off
- Employee Name: Mendoza Katrina2
- Account Type: Hourly
- Client: \* Paid Sick Time - 7535667
- Service Code: \* Paid Sick Time
- Service Date: \* 02/25/2026
- Amount: \* 8
- Notes: Add Notes for Punch
- Attachment: Choose File
- NJ Vendor Entry Alternative Sign Off: No I have NOT received a signature on the invoice

Buttons: Cancel, Save

# Time Off Balance: Note!

Accrued Time Off Balance: 48

**Please Note:** Authorization balance is inflated so accrued time can be added every time that your Employee(s) work, but that the real balance can be found in the Employee Service Account!



Employer / Employees / Mendoza Katrina2 / Mendoza Katrina2 / Robinson Wheeler2 / Hourly

Account Details - Mendoza Katrina2 / Robinson Wheeler2 / Hourly

Account Details	Employee Details
Account Type: Employee Service	Name: Mendoza Katrina2
Client: Robinson Wheeler2	Type: Hourly Non Exempt
Relationship Type: None	Employee No: N900000002153
Service Code: PAID SICK TIME	Holiday Schedule: Default Holiday Schedule - 1
Funding Source: NJ Glucerna 5	Cost Center: NJ-010 Smart Glucerna2 2151
Funding Type: Units	Status: Active
Cost Center: NJ-010 Smart Glucerna2 2151	
Employee: Mendoza Katrina2	
Employee Number: A7898	
Accrued Time Off Balance: -48	
Daily Pay Max: 0.00	
Daily Rate: 0.00	
Start Date: Nov 01, 2025	
Pay Rates: 0	
Allows Overlapping Pay Rates: No	
Display Auth Widget: No	
Created Date: Nov 13, 2025	
Status: Active	
Profile Type: Client	
Payroll Modifier: N/A	

# Live Demonstration

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Let's Check out the DCI System – on the Web Portal!

# DCI Mobile App

# DCI Requirements

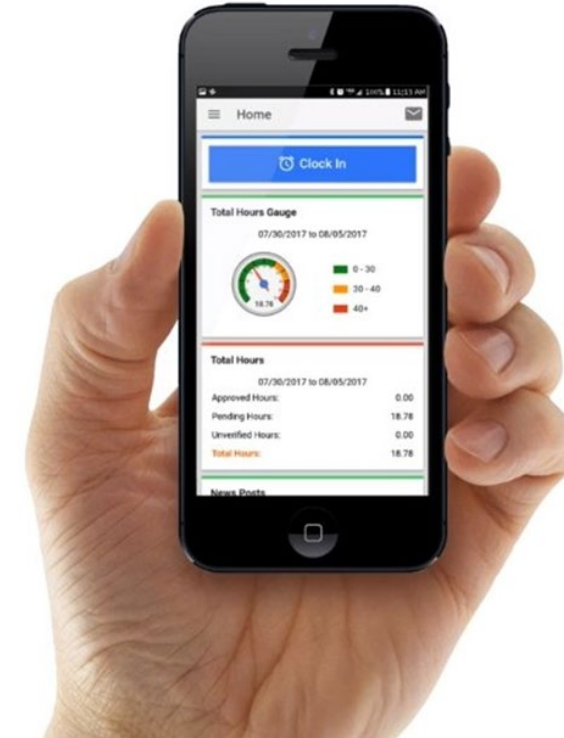
## Devices & Operating Systems (OS)

### Apple

- OS: iOS version 15.0 or later
  - Devices:
    - ✓ iPhone 6s or 6s Plus or later device
    - ✓ iPhone SE
    - ✓ iPod touch (7th generation)

### Android

- OS: Android version 8.0 or later
  - Devices:
    - ✓ 4.6" screen or larger
    - ✓ Due to the wide range of Android devices, we are unable to provide a device list.



# Important Reminder!

## **\*Important!**

Vendor Payment Entries must be both entered AND approved within **60** days from the date of service!

Vendor's can *NOW* utilize the send sign off reminder button to remind Employers to sign off on entries in a pending status!



Send Sign-Off Reminder

# Live Demonstration

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Let's Check out the DCI System – on the Mobile App!

# Account Statements

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# Account Statements (Employer)

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**To provide enhanced privacy and security, Acumen has activated a new feature in DCI for employers:**

- DCI Messaging for Account Statements notifies users when the account statement has been generated and is available for review
- Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages.
- Archiving messages provides the ability to save previous messages and attachments for record keeping

# Account Statement Information

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The following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual's services. It is important that the reader understand this information. The date range is shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates. The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday but may not have been deducted from the account before the bank statement is provided. Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week. If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.

# How to Read an Account Statement

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# Account Statements



**Acumen Fiscal Agent**  
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## Acumen Fiscal Agent Account Statement

**Employer: SHORE, ALAN**  
4 JERSEY ST  
BOSTON MA, 02225-0000

Statement Date: 08/07/2025  
Participant ID: MA0000  
Program: MA PDP

### Employer Rates

Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FICA	0.062	01/01/2025
FUTA	0.006	01/30/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
Workers Comp.	0.029	01/01/2025

### Account Information

	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
3380 Flex Funds 07/01/2024 - 06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 - 06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5714 Day Support 07/01/2024 - 06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 - 06/30/2025	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 - 06/30/2025	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5784 Day Support 07/01/2025 - 06/30/2025	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5783 Home Support 07/01/2025 - 06/30/2025	Dollar	44052.00	6734.66	39317.34	284.85	39032.49
<b>Totals</b>		<b>\$203637.00</b>	<b>\$84997.97</b>	<b>\$118639.03</b>	<b>1683.83</b>	<b>\$116955.20</b>

### Employee Information

Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOL AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATE LLOYD	Active	MA-33-44444

### Code and Rate Information

Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOL AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		26.00
KATE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVILIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOL AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		27.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		26.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

08/27/2025 11:46:22 AM

### Payroll Check Information

Remittance#3333333  
Date: 07/25/2025 Payee: SHIRLEY SCHMIDT  
Total Net: 2399.64  
Gross: 2399.64

Medicare: 0.00  
BCAL: 0.00  
SUTA: 0.00  
NITA: 0.00  
Work Comp: 0.00

Billing: 2399.64

### Disbursement Information

CheckNumber: 020333333

CheckDate: 07/25/2025

CheckNet: 2399.64

### Payroll Check Information

Remittance#3333333  
Date: 07/25/2025 Payee: DENISE BAUER  
Total Net: 2640.32  
Gross: 2640.32

Medicare: 1.49  
FICA: 220.19  
SUTA: 62.33  
FUTA: 21.31  
Work Comp: 102.99

Billing: 4039.62

### Disbursement Information

CheckNumber: 0444444

CheckDate: 07/25/2025

CheckNet: 2640.32

### Payroll Check Information

Remittance#3333333  
Date: 07/25/2025 Payee: TARA WILSON  
Total Net: 2012.13  
Gross: 2012.13

Medicare: 17.44  
FICA: 160.09  
SUTA: 67.14  
FUTA: 15.49  
Work Comp: 74.88

Billing: 2931.20

### Disbursement Information

CheckNumber: 033333333

CheckDate: 07/25/2025

CheckNet: 2012.13

### Payroll Check Information

Remittance#18158  
Date: 07/25/2025 Payee: DENISE BAUER  
Total Net: 1038.58  
Gross: 1281.60

Medicare: 18.58  
FICA: 79.46  
SUTA: 40.00  
FUTA: 0.00  
Work Comp: 37.17

Billing: 1416.81

### Disbursement Information

CheckNumber: 0003619162

CheckDate: 07/25/2025

CheckNet: 1038.58

### Payroll Check Information

Remittance#3622600  
Date: 07/25/2025 Payee: LORI COLSON  
Total Net: 695.98  
Gross: 695.98

Medicare: 0.00  
BCAL: 0.00  
SUTA: 0.00  
NITA: 0.00  
Work Comp: 0.00

Billing: 695.98

### Disbursement Information

CheckNumber: 003621900

CheckDate: 07/25/2025

CheckNet: 695.98

### Payroll Check Information

Remittance#663241  
Date: 08/08/2025 Payee: LORI COLSON  
Total Net: 1670.14  
Gross: 2108.96

Medicare: 20.58  
FICA: 130.76  
SUTA: 45.43  
FUTA: 6.47  
Work Comp: 61.16

Billing: 2392.76

### Disbursement Information

CheckNumber: 003661846

CheckDate: 08/08/2025

CheckNet: 1670.14

### Payroll Check Information

Remittance#3663872  
Date: 08/08/2025 Payee: DENNY CRANE  
Total Net: 976.63  
Gross: 1198.80

Medicare: 17.38  
FICA: 74.58  
SUTA: 46.47  
FUTA: 0.00  
Work Comp: 34.77

Billing: 1325.28

### Disbursement Information

CheckNumber: 003661844

CheckDate: 08/08/2025

CheckNet: 976.63

### Payroll Check Information

Remittance#3662986  
Date: 08/08/2025 Payee: DENNY CRANE  
Total Net: 1801.39  
Gross: 2299.00

Medicare: 20.29  
FICA: 98.28  
SUTA: 41.21

Billing: 1801.39

08/27/2025 11:46:22 AM

Total Net: 1271.41  
Gross: 1585.17

FUTA: 0.77  
Work Comp: 45.97

### Disbursement Information

CheckNumber: 003661845

CheckDate: 08/08/2025

CheckNet: 1271.41

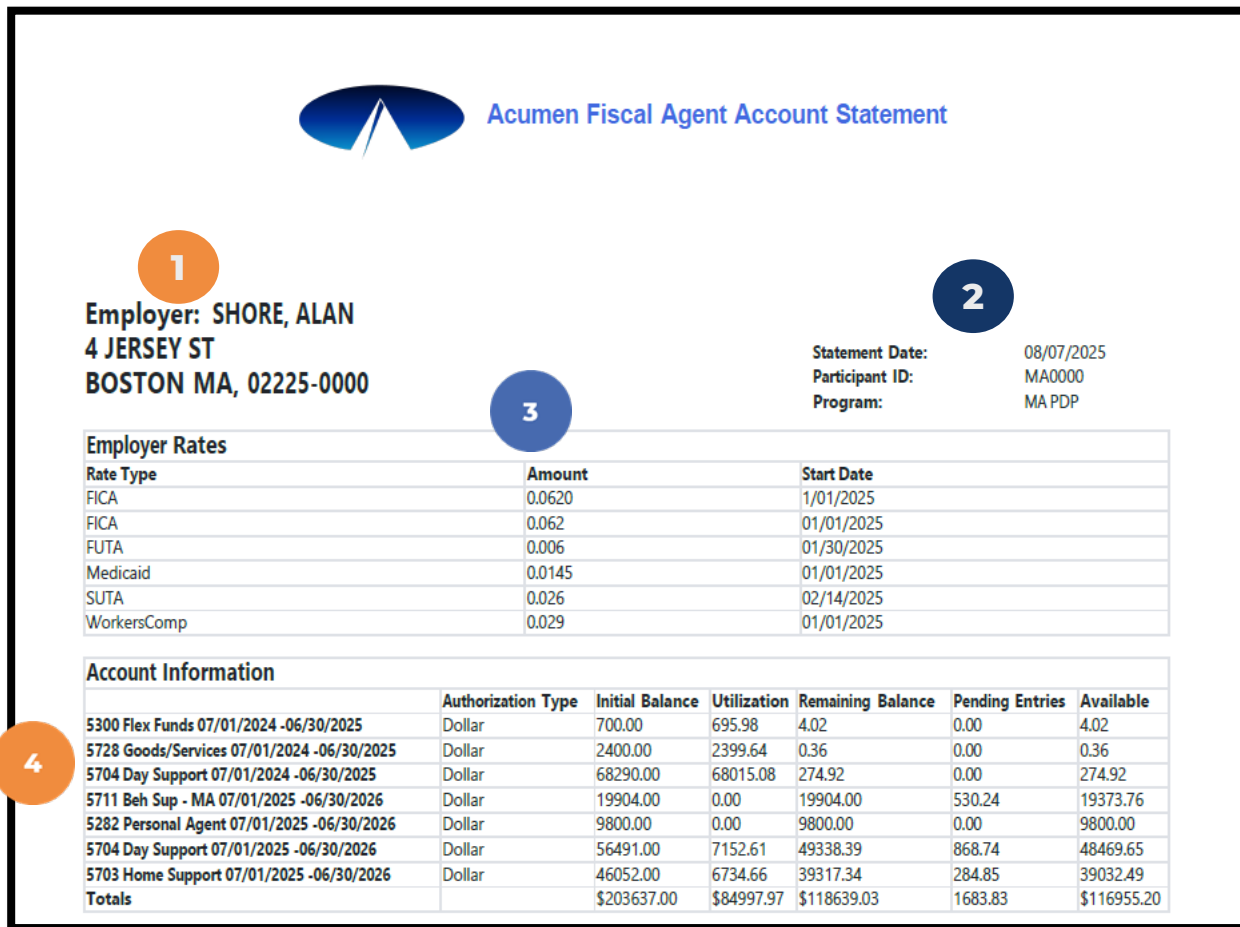
### Payroll Check - Punch Details

Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	8:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:15AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	8:00PM	8:09PM	Regular	30.00	3.83
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	3:00PM	7:00PM	Regular	27.00	5.50
123458	DENISE BAUER	5703 Home Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00
123458	DENISE BAUER	5703 Home Support	07/08/2025	9:53AM	7:01PM	Regular	27.00	9.13
123458	DENISE BAUER	5703 Home Support	07/10/2025	10:05AM	7:30PM	Regular	27.00	9.42
123458	DENISE BAUER	5703 Home Support	07/11/2025	10:00AM	6:59PM	Regular	27.00	8.88
123458	DENISE BAUER	5703 Home Support	07/12/2025	9:53AM	6:50PM	Regular	27.00	8.95
123458	DENISE BAUER	5703 Home Support	07/14/2025	5:29PM	7:00PM	Regular	27.00	4.13
123458	DENISE BAUER	5703 Home Support	07/15/2025	10:05AM	7:19PM	Regular	27.00	9.17
123458	DENISE BAUER	5703 Home Support	07/17/2025	9:53AM	7:12PM	Regular	27.00	22
123458	DENISE BAUER	5703 Home Support	07/18/2025	3:00PM	10:00PM	Regular	27.00	7.00
123458	DENISE BAUER	5703 Home Support	07/19/2025	10:03AM	7:00PM	Regular	27.00	9.03
123456	BRAD CHASE	5703 Home Support	07/04/2025	3:00PM	7:00PM	Regular	28.00	4.00
123456	BRAD CHASE	5703 Home Support	07/04/2025	3:00PM	7:00PM	Regular	28.00	4.00
123456	BRAD CHASE	5704 Day Support	07/04/2025	9:51AM	7:07PM	Regular	28.00	4.21
123456	BRAD CHASE	5704 Day Support	07/06/2025	10:04AM	7:08PM	Overtime	42.00	5.86
123456	BRAD CHASE	5704 Day Support	07/07/2025	10:12AM	7:10PM	Regular	28.00	8.97
123456	BRAD CHASE	5704 Day Support	07/09/2025	10:01AM	2:18PM	Regular	28.00	4.28
123456	BRAD CHASE	5704 Day Support	07/10/2025	10:05AM	7:00PM	Regular	28.00	8.92
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Regular	28.00	8.76
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Overtime	42.00	0.24
123456	BRAD CHASE	5704 Day Support	07/13/2025	9:52AM	7:00PM	Regular	28.00	9.13
123456	BRAD CHASE	5704 Day Support	07/14/2025	9:53AM	7:12PM	Regular	28.00	22
123456	BRAD CHASE	5704 Day Support	07/16/2025	10:03AM	2:07PM	Regular	28.00	4.07
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Regular	28.00	9.16
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Overtime	42	

# Account Statements



Acumen Fiscal Agent  
Innovation • Opportunity • Freedom



Acumen Fiscal Agent Account Statement

**1** Employer: SHORE, ALAN  
4 JERSEY ST  
BOSTON MA, 02225-0000

**2** Statement Date: 08/07/2025  
Participant ID: MA0000  
Program: MA PDP

**3**

Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FICA	0.062	01/01/2025
FUTA	0.006	01/30/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
WorkersComp	0.029	01/01/2025

**4**

Account Information	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
5300 Flex Funds 07/01/2024 -06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 -06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5704 Day Support 07/01/2024 -06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 -06/30/2026	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 -06/30/2026	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5704 Day Support 07/01/2025 -06/30/2026	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5703 Home Support 07/01/2025 -06/30/2026	Dollar	46052.00	6734.66	39317.34	284.85	39032.49
Totals		\$203637.00	\$84997.97	\$118639.03	1683.83	\$116955.20

1. Employer Demographic Information
2. Date of the Statement, Acumen Participant ID Number and Program Name
3. Employer Burden Rates (Taxes/Workers Comp). The cost to pay Employees.
4. Account Information
  - **Initial Balance:** Original amount
  - **Utilization:** What has already been used
  - **Remaining Balance:** What is available (including what is in pending entries)
  - **Pending Entries:** In the workflow to be approved and paid
  - **Available:** What is available currently (minus what is in pending entries)

# Account Statements



5. Employee Name, Status and Acumen Employee ID #

6. Code and Rate Information

- Each Employee will be listed as well as the type of service they are approved to provide
- Start date to provide that service
- Payrate for the Employee to provide that specific service

## Employee Information 5

Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATIE LLOYD	Active	MA-33-4444

## Code and Rate Information 6

Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		28.00
KATIE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVLIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		28.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		27.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

# Account Statements



7

<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: SHIRLEY SCHMIDT Total Net:2399.64 Gross:2399.64	Medicare:0.00 FICA:0.00 SUTA:0.00 FUTA:0.00 Work Comp:0.00	Billing:2399.64
<b>Disbursement Information</b> CheckNumber:000333333	CheckDate:07/25/2025	CheckNet:2399.64
<b>Payroll Check Information</b> Remittance#:333333333 Date:07/25/2025 Payee: DENISE BAUER Total Net:2640.32 Gross:3551.31	Medicare:51.49 FICA:220.19 SUTA:92.33 FUTA:21.31 Work Comp:102.99	Billing:4039.62
<b>Disbursement Information</b> CheckNumber:0444444	CheckDate:07/25/2025	CheckNet:2640.32
<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: TARA WILSON Total Net:2012.13 Gross:2582.16	Medicare:37.44 FICA:160.09 SUTA:67.14 FUTA:15.49 Work Comp:74.88	Billing:2937.20
<b>Disbursement Information</b> CheckNumber:033333333	CheckDate:07/25/2025	CheckNet:2012.13
<b>Payroll Check Information</b> Remittance#:3333333 Date:07/25/2025 Payee: DENISE BAUER Total Net:1038.58 Gross:1281.60	Medicare:18.58 FICA:79.46 SUTA:0.00 FUTA:0.00 Work Comp:37.17	Billing:1416.81

## 7. Details for each payroll check information

- **Remittance#:** Acumen Remittance Number
- **Date of Check**
- **Payee:** Employee who is receiving paycheck
- **Total Net:** Check amount after burden is removed
- **Gross:** Hours times the payrate
- **Medicare, FICA, SUTA, FUTA and Worker Comp** = Employer Burden
- **Check Net:** Same as Total Net
- **Billing:** Employer cost to pay that Employee to pay for that pay period, this is what is deducted from the authorization

# Account Statements

8

Payroll Check - Punch Details								
Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	5:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:13AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	5:00PM	8:20PM	Regular	30.00	3.33
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	1:30PM	7:00PM	Regular	27.00	5.50
123458	DFNISF BAUFR	5704 Day Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00

8. Details of all entries/punches on the paycheck for each Employee, including the service code, date of service, start and end time of the shift, payment type, hourly wage, hours worked per shift. Above you can see the details to Employee Tara Wilson!

# Account Statements



9. The last section on the Account Statement will be your summary for each Employee, including total hours worked and payment received!

<b>Payroll Summary</b>			
<b>Payee</b>	<b>Total Hours</b>	<b>Total Funds</b>	<b>Total Payment Received</b>
LORI COLSON	42.72	0.00	1038.58
KATIE LLOYD	39.96	0.00	976.63
SHIRLEY SCHMIDT	2399.64	0.00	2399.64
DENNY CRANE	695.98	0.00	695.98
DENISE BAUER	58.71	0.00	1271.41
DEVLIN MOORE	131.53	0.00	2640.32
LORI COLSON	75.32	0.00	1670.14
KATIE LLOYD	97.55	0.00	2012.13

# Employer Frequently Asked Questions

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# Frequently Asked Questions for Employers of SDE's and Vendors

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## What is DCI and why do I need to use it?

DCI is a secure web-based platform and mobile app used to manage time entries and payment requests for your self-directed employees and Vendors. It replaces paper timesheets.

## How do I approve hours in DCI?

Log in to the DCI Web Portal or mobile app, review submitted hours and Vendor payment entries, and either approve/sign-off or reject each entry before the payroll deadline.

## What if one of my employees or Vendors is not showing in DCI?

Contact your assigned Client Service Agent. Their contact info is listed in your 'Good-to-Go' letter.

## What if I approve hours beyond the participant's budget?

You are responsible for ensuring hours submitted stay within the participant's approved budget. Any hours worked outside the budget may become your financial responsibility.

# Frequently Asked Questions for Employers of SDE's and Vendors



## Where can I find training materials?

Click the 'Help' link in the top-right corner of the DCI portal and select 'NJ Training Materials'.

## What happens if I miss the payroll deadline?

Your employee's hours will not be processed until the next payroll cycle. Be sure to review the payment schedule and approve hours on time.

## Can I start approving hours before my employee's Good-to-Go letter?

No. Your employee must be officially cleared and marked as active in the system before you approve or submit any hours.

## If a Client has both PPP and NJ DDD services, can they have the same Employer?

No. The Employer cannot be the same person for PPP and NJ DDD, the individual will need two different Employers. If you are unsure if you have PPP services as well as NJ DDD, reach out to your Support Coordinator. For specific PPP questions, please contact the DMAHS PPP office by phone at 609-631-2481 or via email at MAHS.PPP@dhs.nj.gov

# Frequently Asked Questions for Employers of SDE's and Vendors



## **If a Self-Directed Employee is a live-in caregiver, will they be exempt from Electronic Visit Verification (EVV)?**

A SDE can be eligible for an exemption from EVV due to live-in caregiver status, if they reside on the same premises as the Client to whom services are provided. They must live in the premises seven days per week and have no home of their own *or* live-in for extended periods of time of at least five days per week (120 hours).

## **How does a Self-Directed Employee apply for the live-in caregiver exemption to EVV?**

The employee needs to provide documentation of live-in status to the individual's Support Coordinator. For employees eligible for the live-in exemption, completion of the EVV Live-In Caregiver Attestation is required at plan development and annually thereafter, as well as any time there is a change in live-in caregiver status.

## **How does an Employee enter their time if they are EVV exempt?**

The employee does not need to use the mobile app to clock-in or clock-out during their shift, however, they need to enter their time within 24 hours of the service provided in the DCI web portal for approval. They will need to enter their service documentation (a short description of the service(s) provided during the shift under the notes section).

# Frequently Asked Questions for Employers of SDE's and Vendors



## Would unused accrued units from the original PPL service automatically transfer to Acumen due to the transition?

No. For participants whose plans were revised due to the transition, the unused accrued units from the original PPL service line do not automatically transfer to the new Acumen service line.

## How can I request to rollover units that should be restored?

Please submit a request to the individual's Support Coordinator. The support Coordinator will then follow the formal process to request restoration.

## Where can my Support Coordinator find the request form and instructions?

The request form and instructions are available on the Division's Fiscal Intermediary Transition website under the section titled "**Restoration of Rollover Units Request.**"

[Division of Developmental Disabilities | 2025 Fiscal Intermediary Transition \(PPL to Acumen\)](#)

## Who should I contact if I have a question or issue?

Reach out to your Acumen Agent or contact Customer Service at **(833) 892-0413** or **customerservice@acumen2.net**.

# Resources

# NJ DDD Payment Schedule



- Ensure payment entries are received by 9pm EST on the Due Date (even if it falls on a weekend or holiday).
- Requests submitted **after** the Due Date will be handled in the following pay period.
- Time Entries/Vendor payments must be **entered and approved** within **60 days of the date of service.**

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Pay Date
JUN	06/08/25	06/21/25	Mon, 06/23/25	Wed, 06/25/25	Thu, 07/03/25
	06/22/25	07/05/25	Mon, 07/07/25	Wed, 07/09/25	Thu, 07/17/25
JUL	07/06/25	07/19/25	Mon, 07/21/25	Wed, 07/21/25	Fri, 08/01/25
	07/20/25	08/02/25	Mon, 08/04/25	Wed, 08/04/25	Fri, 08/15/25
	08/03/25	08/16/25	Mon, 08/18/25	Wed, 08/20/25	Fri, 08/29/25
AUG	08/17/25	08/30/25	Mon, 09/01/25	Wed, 09/03/25	Fri, 09/12/25
	08/31/25	09/13/25	Mon, 09/15/25	Wed, 09/17/25	Fri, 09/26/25
SEPT	09/14/25	09/27/25	Mon, 09/29/25	Wed, 10/01/25	Fri, 10/10/25
	09/28/25	10/11/25	Mon, 10/13/25	Wed, 10/15/25	Fri, 10/24/25
OCT	10/12/25	10/25/25	Mon, 10/27/25	Wed, 10/29/25	Fri, 11/07/25
	10/26/25	11/08/25	Mon, 11/10/25	Wed, 11/12/25	Fri, 11/21/25
NOV	11/09/25	11/22/25	Mon, 11/24/25	Wed, 11/26/25	Fri, 12/05/25
	11/23/25	12/06/25	Mon, 12/08/25	Wed, 10/10/25	Fri, 12/19/25
DEC	12/07/25	12/20/25	Mon, 12/22/25	Wed, 12/24/25	Fri, 01/02/26
	12/21/25	01/03/26	Mon, 01/05/26	Wed, 01/07/26	Fri, 01/16/26
	01/04/26	01/17/26	Mon, 01/19/26	Wed, 01/21/26	Fri, 01/30/26



# NJ DDD Payment Schedule



- On **2/1/2026** the *New* Payroll Schedule will take effect.
- To comply with the NJ Department of Labor, Acumen must issue wages within **10 calendar days**.
- Payday will move from **Friday to Tuesday**, starting with the 2/24 pay date.
- Caregivers will receive wages **three days earlier**.
- The Employer will have **one day instead of two** to approve the Employee's time.
- The bi-weekly structure remains the same.

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Paydate
FEB	2/1/2026	2/14/2026	Mon, 02/16/26	Tue, 02/17/26	Tue, 02/24/26
	2/15/2026	2/28/2026	Mon, 03/02/26	Tue, 03/03/26	Tue, 03/10/26
MAR	3/1/2026	3/14/2026	Mon, 03/16/26	Tue, 03/17/26	Tue, 03/24/26
	3/15/2026	3/28/2026	Mon, 03/30/26	Tue, 03/31/26	Tue, 04/07/26
APR	3/29/2026	4/11/2026	Mon, 04/13/26	Tue, 04/14/26	Tue, 04/21/26
	4/12/2026	4/25/2026	Mon, 04/27/26	Tue, 04/28/26	Tue, 05/05/26
MAY	4/26/2026	5/9/2026	Mon, 05/11/26	Tue, 05/12/26	Tue, 05/19/26
	5/10/2026	5/23/2026	Mon, 05/25/26	Tue, 05/26/26	Tue, 06/02/26
JUN	5/24/2026	6/6/2026	Mon, 06/08/26	Tue, 06/09/26	Tue, 06/16/26
	6/7/2026	6/20/2026	Mon, 06/22/26	Tue, 06/23/26	Tue, 06/30/26
	6/21/2026	7/4/2026	Mon, 07/06/26	Tue, 07/07/26	Tue, 07/14/26



# Helpful Resources

## Utilize our Websites



[New Jersey - Training Materials](#) for more help

- This will give you a full list of Training Materials for DCI



[New Jersey State Page](#)

- This will give you New Jersey specific details with Acumen Fiscal Agent

## Contact the Acumen Support Team

For help with enrollment questions, DCI system questions, or payment issues



[Contact Us](#) form at [www.acumenfiscalagent.com/contact](http://www.acumenfiscalagent.com/contact)



Email us at: [customerservice@acumen2.net](mailto:customerservice@acumen2.net)



By Phone: (833) 892-0413





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