



## FI Transition Update: June 19, 2025

In this update:

[Cohort 1-4 Plan Revision and Enrollment Window End Dates](#)

[Designating an Authorized Representative](#)

[What to do if a Vendor chooses not to Enroll with Acumen](#)

[How Many Vendors have decided not to Enroll with Acumen?](#)

---

### Cohort 1-4 Plan Revision and Enrollment Window End Dates

**URGENT REMINDERS** for Support Coordinators, and individuals in Cohort 1-4 who have a vendor service (and no Self-Directed Employees) and their families

#### Last Possible Plan-Revision Approval End Date

As indicated in the [SC Plan Revision Guidance](#), Support Coordinators must get plan revisions transitioning current vendor-only services from PPL to Acumen approved on or before the Plan-Revision Approval End Date that corresponds with the Cohort the individual was assigned to. In cases where a delay prevents approval, the Support Coordinator must revise the plan again using the service start and end dates that correspond with the Go-Live Date of the next cohort.

**PLEASE NOTE:** The next Plan-Revision Approval End Date (for Cohort 3) is June 20. After that, *the last possible Plan-Revision Approval End Date is **July 7**.*

#### Cohort 1-4 Enrollment Window End Date

All individuals who are in Cohort 1, 2, 3, or 4 and have one or more vendor services in their service plan (and no Self-Directed Employees) *must complete their Acumen enrollment (or designate an Authorized Representative to enroll) as soon as possible and no later than **June 30**.*

As a reminder, below is the list of services that community vendors may provide:

- Assistive Technology
- Environmental Modification
- Goods & Services
- Transportation-Single Passenger
- Vehicle Modification

Many vendors have already successfully completed their Acumen enrollment; and, because of a plan revision to transition an active vendor service from PPL to Acumen, many vendors have already received a new Service Detail Report with Acumen as the fiscal intermediary.

A vendor that is providing a service to you/your loved one **will not be able to submit an invoice and receive payment for that service** until you/your loved one has completed enrollment with Acumen.

If you are not sure of your cohort number, contact Acumen as soon as possible by email at [enrollment-nj@acumen2.net](mailto:enrollment-nj@acumen2.net) or by phone at 833-892-0413 (available 24/7). They will know your cohort number and will be able to guide you on completing your Acumen enrollment.

## Designating an Authorized Representative

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).

For self-directed services in the DDD VF/EA Model, the AR is typically a family member, friend, or other trusted person in the individual's life, community, and/or network of support. The person must be willing and able to accept responsibility for enrolling with Acumen as the Authorized Representative (including providing a valid email address and their social security number), and for electronically reviewing and approving vendor invoices (and SDE timesheets, when applicable) on a timely basis. (Review/Approval frequency will depend on how often services are provided.)

As has been the case, an Authorized Representative must meet the criteria below. Note that based on questions received, we have added more detail to the criteria.

An Authorized Representative **MUST**:

- Be at least 18 years of age
- Act in the best interest of the individual
- Respect the individual's preferences
- Maintain regular contact with the individual
- Be willing and able to meet and uphold all VF/EA program requirements on behalf of the individual
- Be able to provide a valid email address that is linked only to themselves (for example, an AR may not provide a generic agency email address or one that is accessible to multiple users)

An Authorized Representative **CANNOT**:

- Be offered or accept any type of compensation for assuming the AR role and responsibilities
- Be a self-directed employee who is working/providing services for the individual
- Be an owner or employee, of a community vendor providing DDD-funded services for the individual that are reimbursed through a DDD-contracted fiscal intermediary
- Be an owner of and/or a Support Coordinator or Supervisor working for an agency that is currently providing Support Coordination services for the individual or provided them for the individual any time in the last six months
- Be an owner of and/or a Supports Broker working for an agency that provides Supports Brokerage services

An Authorized Representative **MAY**:

- Be an employee, of a Medicaid/DDD-approved provider agency (e.g., Individual Supports-Daily Rate provider, Day Habilitation provider), who routinely engages with the individual and voluntarily agrees to enroll with Acumen and assume the role and responsibilities of Authorized Representative.

## What to do if a Vendor chooses not to Transition to Acumen

As part of the 2025 Transition of the Division of Developmental Disabilities' (DDD) Vendor

Fiscal/Employer Agent (VF/EA) Self-Directed Services Model from Public Partnerships, LLC (PPL), the current fiscal intermediary, to Acumen Fiscal Agent (Acumen), community vendors that are providing/have provided services in that model have been successfully completing enrollment with Acumen daily.

As indicated in the [SC Plan Revision Guidance](#), Support Coordinators need to contact vendors to confirm they are willing and able to continue to provide services with Acumen as the FI (if they have not yet enrolled with Acumen).

In cases where a vendor currently providing a service has decided not to enroll with Acumen and/or not to continue providing the service with Acumen as the fiscal intermediary, the individual will need to work with their Support Coordinator and planning team to identify an alternative vendor or a Medicaid/DDD-approved provider agency to replace the vendor service.

**PLEASE NOTE:** Within the next few days, we expect Acumen to be posting a list of vendors on the [Acumen-NJ](#) website that have transitioned from PPL and successfully enrolled with Acumen. This will assist Support Coordinators in finding alternative vendors when necessary.

### For Support Coordinators

**If the need to identify an alternative vendor or provider agency is either:**

- a. Causing a delay in revising a plan, OR
- b. Resulting in a Support Coordinator (SC) being unable to get a plan revision with vendor-service changes approved on or before the cohort Plan-Revision Approval End Date,

**Then:**

The SC will need to revise the plan again to correspond with the timeline and Go-Live Date **of the next cohort** (up to and including Cohort 5), essentially having the individual 'roll into' the next cohort.

### How Many Vendors have decided not to Enroll with Acumen?

To date, DDD has become aware of only one vendor that has decided not to enroll with Acumen at this time (see below). We will notify Support Coordination Agencies if we become aware of others.

- Attain & Gain – provides Transportation-Single Passenger services