

South Dakota Family Support 360 Frequently Asked Questions

How to contact Acumen

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SD Family Support 360

Division of Developmental Disabilities

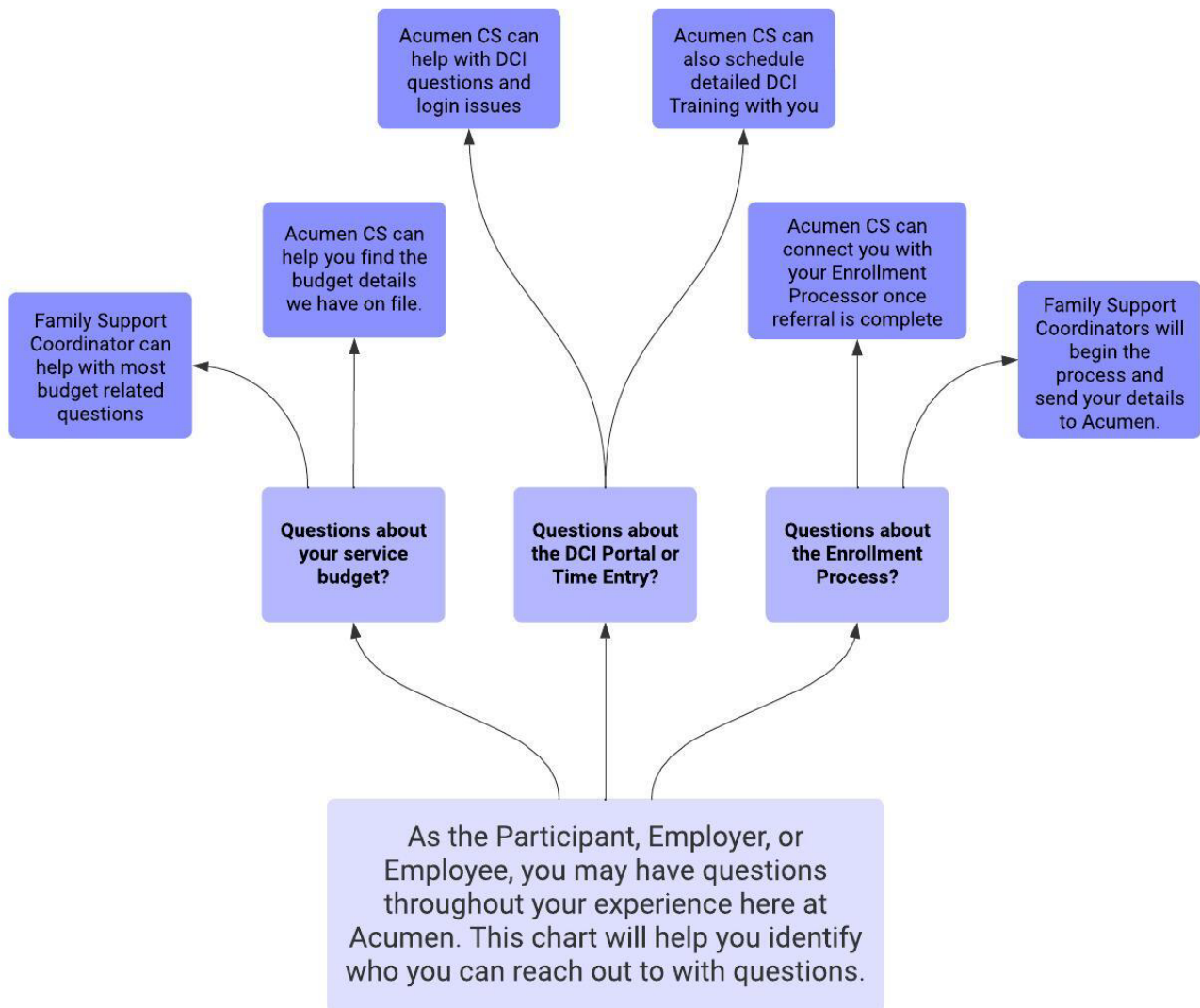
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South Dakota Family Support 360 Frequently Asked Questions

Employer & Employee FAQ

What is Self-Direction?

Self-direction in healthcare is when individuals take charge of choosing and managing their own caregivers and deciding when and how they receive care. It's like being the CEO of your own care plan, allowing for more personalized and flexible services tailored to your unique needs and preferences. You become the employer of record with this model, which gives you greater control and involvement in making decisions about your health and well-being.

What is the difference between Agency with Choice and Self-Direction?

There are many similarities between the two options. Agency with Choice would also be considered a co-employer model and Self-Direction would be known as common-law employer. However, the main difference between the two comes down to who is the employer of record for an employee. Under the common-law employer model, the recipient of services, would serve as the employer of record, and a Financial Management Services provider like Acumen would simply take care of the IRS paperwork, payroll, and the new hire process. In the co-employer model, the family shares the employment relationship with the Agency with Choice provider, but ultimately the Agency with Choice provider is considered the employer of record. That means that staff must comply with outlined agency policies.

Will being an Employer impact my personal taxes?

No. However, becoming an employer of Record means that you will have an Employer Identification Number (EIN) assigned by the IRS. Acumen will apply for the EIN on your behalf and will manage the required employer taxes, filing the necessary reports with the IRS. While there are taxes and filings the Employer of Record is responsible for, Acumen will manage those on your behalf.

Where do I go for Budget related questions?

Most budget related questions may be able to be answered by reviewing your Authorization details in the DCI Portal. However, if further information is needed, feel free to contact your Family Support Coordinator to get a better understanding of your budgets/authorizations.

How do I know if I am using the right forms?

Acumen will provide you with an enrollment packet for the Employer of Record and the Employee. Both packets will a checklist with the required forms and those can even be prefilled to make it easy. The Employee can digitally sign all their forms, but the Employer of Record has 2 forms that require a wet signature.

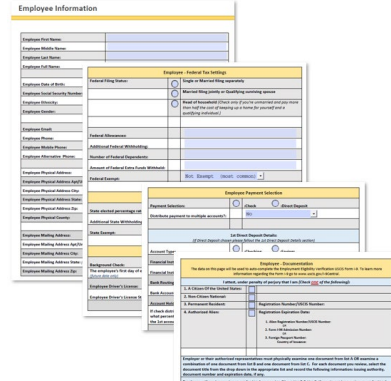
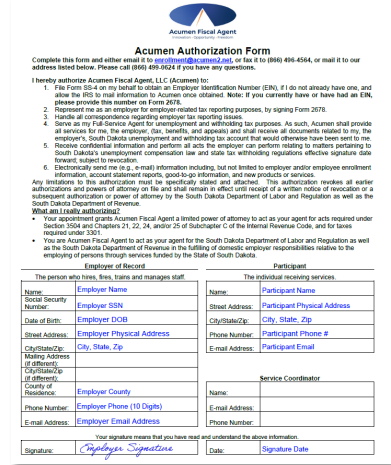
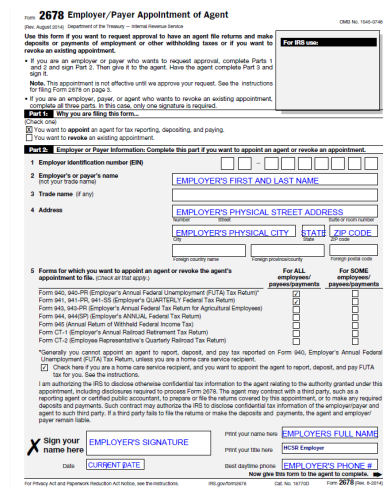
What is a wet signature?

This means signing a document by hand with an ink pen. No digital or electronic signatures.

South Dakota Family Support 360

Frequently Asked Questions

Employer Enrollment Packet Guide

Name of Form	Why it's needed	Example
Prefill Section	This is used to help complete the forms accurately and efficiently. Acumen can enter this info on your behalf once received from the program.	
Acumen Authorization Form	Provides a high-level outline of the Fiscal Agent duties as well as helps Acumen collect basic demographic information for the Employer, Participant & Support Coordinator.	
Form 2678	Appoints Acumen as your Fiscal Agent with the Internal Revenue Service (IRS). This means that Acumen will be able to manage the Employer taxes on your behalf. *Wet Signature Required	

South Dakota Family Support 360 Frequently Asked Questions

Form SS-4

Your application for the Federal Employer Identification Number (FEIN or EIN). All Employers in Self-Direction require an EIN. Acumen will apply for and manage this on your behalf. ***Wet Signature Required**

Form SS-4 Application for Employer Identification Number. The form includes sections for: 1. Basic information (Name, Address, City/State/Zip, Country, and EIN type). 2. Tax classification (Sole proprietorship, Partnership, Corporation, etc.). 3. Ownership information (Number of owners, names, and addresses). 4. Business information (Type of business, industry, and estimated gross receipts). 5. Signature and date of the preparer.

Acumen Employer Agreement

Outlines the roles and responsibilities of the Employer, Acumen, & the Program. By signing, the Employer agrees to follow the rules outlined by Acumen and the Program.

SD Family Support 360 Program Participant/Employer Acumen Agreement Form. The form includes: 1. Introduction and purpose of the agreement. 2. Roles and responsibilities of the Employer, Acumen, and the Program. 3. A section for the Employer's signature and date. 4. A section for the Acumen representative's signature and date.

Form 2108

This form allows Acumen to manage the state employer taxes on your behalf. This only applies to the tax reporting requirements for the assigned EIN and does NOT grant Acumen any authorization over your personal taxes.

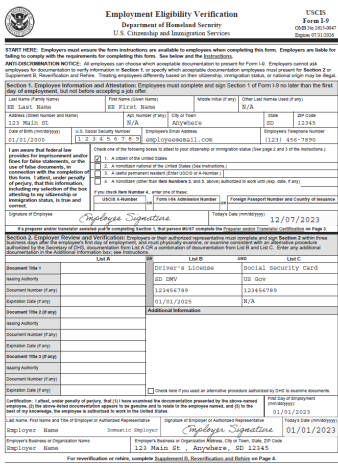
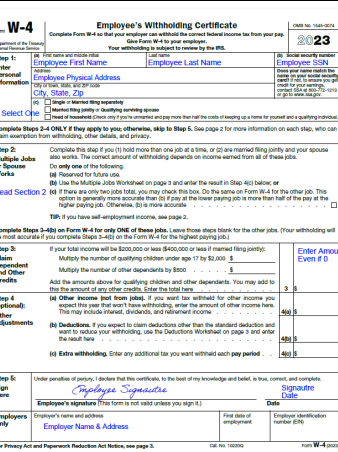
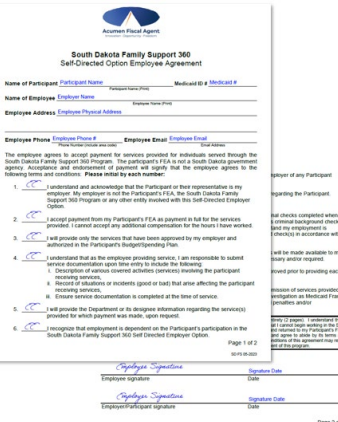
Form 2108 POWER OF ATTORNEY (POA)/AUTHORIZATION OF AGENT. The form includes: 1. A section for the Employer's information (Name, Address, City/State/Zip, and EIN). 2. A section for the Acumen representative's information (Name, Address, City/State/Zip, and EIN). 3. A section for the Employer's signature and date. 4. A section for the Acumen representative's signature and date.

Worker's Compensation Poster

This is required to be posted in the Participant's home. Employees should call immediately in the event of a workplace injury.

Worker's Compensation Claim Reporting Guidelines for Employees. The poster includes: 1. A red octagonal sign with a white hand icon. 2. A section titled 'If there has been a workplace injury or accident, please take the following action:'. 3. A list of steps to follow in the event of a workplace injury or accident. 4. A section titled 'Timely reporting of any injury that goes beyond First Aid treatment to Acumen's Workers' Compensation Department is important. When reporting, be prepared with the following information:'. 5. A list of information to provide when reporting an injury.

South Dakota Family Support 360 Frequently Asked Questions Employee Enrollment Packet Guide

Form I-9	Establishes the Employee's identity and Employment authorization to work in the United States. Legal names should be used, and documentation will need to be provided to your Employer.	
W-4	The W-4 is the form where you will make your federal tax selections. Acumen will deduct taxes each payroll period based on your selections. You can make changes to these selections as necessary.	
Employee Agreement	Outlines the roles and responsibilities of the Employee, Acumen, & the Program. By signing, the Employee agrees to follow the rules outlined by Acumen and the program.	

Pay Selection

Employee Rate Sheet

Show Me the Money

Establishes how an Employee would like to be paid. Direct Deposit is the fastest way to get paid and requires a voided check or bank letter. Pay Cards also available upon request. Paper Checks can be mailed to the Employee's address.

Provides Acumen with the agreed upon pay rate for the Employer. Rates can be changed in the future. Refer to the Show Me the Money sheet for guidance on Pay Rates and the impact of taxes.

Outlines the taxes the Employer is required to pay. The taxes are a portion of the employee's Social Security and Medicare taxes, as well as Federal and State unemployment taxes.

South Dakota Family Support 360 Employee Rate Form

Show Me the Money

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Employee Information Form

Discloses the relationship between the Employer of Record and Employee. This relationship may impact the Employer's tax liability.

Background Check Forms

All Employees require a background check to provide services in the program. Acumen used HR ProFile to run those checks on your behalf. 3 forms must be signed to authorize the check.

Payment Schedule

Lists the details regarding the payroll periods, submission due dates, and most importantly, Employee pay dates.