

Acumen Fiscal Agent

Checklist for Paid Caregivers

(Special Operations for COVID-19)

This checklist applies ONLY IF Acumen is already serving an existing client and employer.

Additional forms will be needed for a client and caregiver that Acumen is *not* already serving. Please contact Acumen to learn more if this scenario applies to you.

Most of the forms required for paid caregivers can be found on Acumen's website:

<https://www.acumenfiscalagent.com/utah/#DSPD>

Any forms not currently listed on Acumen's website can be obtained through your support coordinator, or by contacting Acumen at 888-221-7014 or Enrollment-UT@Acumen2.net.

- Employee Information Form
- Rate Sheet
 - Refer to the Show Me the Money table for the max allowable pay rate
- I-9 Employment Eligibility Verification (pages 1 and 2)
 - If the employee and the employer are the same person, complete both the employee and employer sections with that person's name and information.
 - On page 2, either List A or Lists B *and* C must be completed. Also, the employer signature and information cannot be blank.
 - Be sure to fill in every field on both pages. If a field does not apply (such as Apt Number), add "N/A" to that field.
- Photocopies of IDs used for the I-9
- W-4 Form (complete both the employee and employer sections)
- Pay Selection Form (to set up direct deposit, pay card or paper paycheck)
 - If selecting direct deposit, attach a voided check or a letter from your bank listing your routing and account numbers.
- Background Screening Application (required for ALL paid caregivers, including parents)
- Photocopies of a government issued photo ID and social security card
- Criminal Background Screening Authorization Form (consent for Name-Based Clearance)
- Form C-19, completed and signed by your support coordinator

Submit completed forms to Acumen using one of the methods below. Acumen will process the paperwork and notify you when the paid caregiver can begin working. Acumen may request corrections. If so, please respond quickly to avoid further delays.

Due to the enormous influx of paperwork received for paid caregivers, please be patient and allow extra time for processing.

Email: Enrollment@Acumen2.net

Fax: 888-249-7023

USPS Mail: Acumen, P.O. Box 539, Orem, UT 84059

Fed Ex, UPS, Courier: Acumen, 1358 W. Business Park Drive, Orem, UT 84058

Customer Service: 888-221-7014