



COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF PUBLIC WELFARE**  
P.O. BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

**KEVIN T. CASEY**  
Deputy Secretary  
Office of Developmental Programs

TELEPHONE NUMBER: (717) 787-3700  
FAX: (717) 787-6583

July 8, 2008

Dear Colleague:

As you know, the Office of Developmental Programs (ODP) has contracted with Acumen Fiscal Agent (Acumen) to provide Vendor Fiscal/Employer Agent Financial Management Services (VF/EA FMS) to waiver participants statewide. Effective April 15, 2008, Acumen has been accepting referrals on new requests for VF/EA FMS from waiver participants who are not currently utilizing a local VF/EA FMS organization.

In order to support accurate and timely referrals of interested waiver participants, ODP has prepared the enclosed referral process and standard referral letter for use by Administrative Entities (AEs) and Supports Coordination Organizations (SCOs). It details the procedure to be followed by the Supports Coordinator (SC) for new requests for VF/EA FMS by waiver participants. As indicated in the letter, a signed release should be attached to the referral letter in order for sharing of information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) requirements. The referral letter and signed release(s) should be sent to Acumen via fax using the number listed on the enclosed letter.

The referral process and standard referral letter should be utilized upon receipt of this letter. Please share this correspondence and the enclosures with the appropriate AE and SCO staff. The attached letter and referral procedure are to be widely distributed to waiver participants, families, surrogates, advocacy organizations and any other stakeholders in your area to advise them of the referral procedures for Acumen. This referral procedure is only for new requests by waiver participants for VF/EA FMS effective with the date of this letter. You will not be required to use this process for waiver participants who are currently enrolled with your local VF/EA FMS organization. We will be providing communications in the upcoming months on the process for transitioning existing waiver participants from the local VF/EA FMS organizations to Acumen effective January 1, 2009.

Thank you in advance for your cooperation with this referral procedure. If you have any questions, please contact the appropriate Regional Program Manager.

Sincerely,

A handwritten signature in cursive script that reads "Kevin T. Casey".

Kevin T. Casey

Enclosure