



A message from the NJ Team:

We are increasingly aware of how Coronavirus (COVID-19) has impacted all of our lives. Public Partnerships and the NJ PPL Team are working closely with the State to make sure you continue to get the services you need during this challenging time. We will continue to share information through this newsletter, email and on our [website](#) as things develop.

Important Changes:

Relaxing requirements to become an SDE

Overtime authorization

EMPLOYMENT REQUIREMENTS

As part of COVID-19 initiatives, the New Jersey Department of Human Services (DHS) has temporarily relaxed some of the requirements to expedite the enrollment process for emergency hiring requests of Self-Directed Employees (SDE).

- Parents, guardians and spouses will be temporarily allowed to become an SDE.
 - A parent, guardian or spouse who currently serves as an Employer of Record (EOR) can NOT serve as both EOR and a Self-Directed Employee (SDE) for the same individual.
 - An Authorized Representative (AR) can NOT serve as both an AR and SDE for the same individual.
- SDEs will be permitted to begin providing services and have up to 120 days to complete Drug Testing and submit the Child Abuse Record Information (CARI) Form.
- The DHS will determine if the person has already cleared the federal and state background check. If cleared, the employee may continue in the enrollment process and work without restriction. If not cleared by DHS, the person must be fingerprinted and can NOT work until the results of the background check are received by PPL.

ENROLLMENT PROCESS

The Enrollment Process for New Individuals and hiring new employees has NOT changed.

- To enroll a new individual the Support Coordinator still needs to access, complete and submit the Individual Referral Form to PPL. [Click here to access the form.](#)
- PPL will then contact the individual to initiate the enrollment process.

The Enrollment Process for new hires has NOT changed.

- The Individual or EOR should contact PPL to initiate the enrollment process.
- PPL will send the enrollment packet and procedure remains the same.

OVERTIME PAY

During this period, SDE's may temporarily work over 40 hours a week as needed to cover the hours authorized in the individual's service plan. Overtime pay will be allowed if the following conditions are met:

- Additional hours are needed by the individual;
- The individual's existing budget must be able to support and pay the base wage up to and beyond the 40 hours.

Submission of Timesheets for Overtime

- In order to ensure payment to the SDE, the employee will need to document the hours worked and services provided.
- Guidance on timesheet submission and payment for these hours will be provided as soon as possible.

SUPPORT COORDINATOR INTERACTION

To help ensure timely and continued service, Support Coordinators are asked to work in coordination with the individual/guardian to revise service plans as soon as possible, no later than May 1, to reflect any new or adjusted services. Due to COVID-19 precautions, DHS has approved the following changes:

- Until further notice, verbal or email authorizations from public or private guardians can be accepted for plan approval.
- Support Coordinators must indicate on plan signature page: Due to COVID 19 precautions, [verbal or email] permission from [guardian name] was provided to me on [date] to move forward with plan approval.

For more information about any of these topics you can listen to the recorded webinar of the [March 18 DDD Quarterly Update](#), or view the PowerPoint slides and other materials on the [News and Announcements](#) page of the DDD website.