

Important Program Rule Reminders!

When can my Direct Care Worker (DCW) begin work?

1. New DCWs cannot begin work until they have been notified by Public Partnerships LLC (PPL) that they are good to provide services.
 - a. This means that the new DCWs should not begin work until after their criminal background check results have been returned to PPL.
 - b. New DCWs cannot work while their criminal background check is in an “In Process” status.
2. Participants cannot schedule DCWs to provide services prior to the 1st authorized start date.
 - a. PPL will be unable to pay for any services provided outside of the authorized date range.

****All DCWs currently being paid under an existing provider are not required to undergo an additional criminal background check.**

What are the rules around DCW wage rate setting?

1. In the participant directed program, you (the participant or your designated representative (DR) as common law employer (CLE)) have the right to negotiate the wage rate with your DCW.
 - a. **NOTE:** The maximum wage rate for a DCW cannot be higher than the maximum billing rate set by the Office of Long-Term Living (OLTL) after employer taxes and workers’ compensation insurance are factored in.
2. PPL must have a wage rate on file in order to pay your DCW’s time worked.
 - a. **NOTE:** If you were previously served by another financial service provider, we have requested this information from your current financial service provider.
3. In order to modify your DCW’s wage rate, BOTH the participant and DCW must sign the Wage Rate form. This form should be sent to PPL for the wage rate to be modified.
 - a. **NOTE:** We ask that wage changes do not take place until February 1st, to allow sufficient time for the processing of transition paperwork.
 - After February 1st, 2013, you may change a participant’s wage rate as you feel is necessary.
 - Wage rate changes should take effect at the beginning of the following pay cycle from when we received the change notice (not in the middle of a pay cycle).

Can I be paid without an authorization?

1. PPL cannot pay timesheets for services worked when we do not have an authorization for those services.
2. PPL cannot alter your authorizations in any way. If you need to discuss a change to one or more of your service authorizations please contact your Service Coordinator.

What are the key timesheet rules?

1. Whether you are submitting a paper or electronic timesheet, it must be approved before PPL may process them.
 - a. A paper timesheet is considered approved when it has been signed by both the CLE and the DCW.
 - b. An electronic timesheet is considered approved after a DCW has submitted it and the CLE has moved it into “Approved” status.
2. DCWs may work for over 40 hours in a week but will not be paid at an overtime wage. They will be paid at their regular wage rate.
3. Parents may serve as a DCW.
 - a. **NOTE:** Parents may only serve as a DCW if they are NOT a CLE or DCW for that same participant.
4. A participant may not have 2 DCWs providing services at the same time.
 - b. **NOTE:** If PPL has not been notified of an approved exception, timesheets submitted by multiple DCWs for the same participant with hours worked at the same time will pend until PPL receives approval.
5. DCWs may work for more than 1 participant—but never at the same time.

NEED HELP? Call PPL Customer Service toll-free at 1-877-908-1750