

## Existing Employer Identification Number (EIN) Tool Kit

This guide is to address managing and supporting program participants and/or their common law employers (CLE) with enrolling in the participant directed models of service program who have a Federal Employer Identification Number (EIN) already established with the IRS. Public Partnerships LLC (PPL) obtains an EIN from the IRS to setup and manage state and federal tax deposits on behalf of the CLE for the purposes of this program. PPL is providing the information and instruction to help avoid any unnecessary delays to the enrollment process. There are several actions that, if completed up front, will expedite gathering information and setting up the necessary employer requirements.

The participant enrollment process can be delayed when PPL attempts to process the CLE enrollment packet and is unable to because of an already established EIN. The CLE will already have an EIN for one of two reasons:

- The CLE previously received OPTIONS services under the participant directed service model.
- The CLE owns or has owned a business or sole proprietorship and established an EIN with the IRS.

PPL is unable to use the already established EIN without obtaining additional information and permissions. In order to complete the processing of the enrollment documents, PPL must first confirm the EIN and its status with the IRS before we can start paying for services. PPL will be limited in being able to use an EIN that is being used to operate a business or sole proprietorship that is currently active.

PPL has established processes to manage these two reasons. The instructions in this packet will assist in supporting both categories of an already established EIN. This toolkit outlines the issues in greater detail and the necessary actions that must be completed.

- Options EIN Process
  - Submitting the Referral
  - EIN Confirmation (liability status is not required for Options Transfers)
  - Enrollment
- Prior Business EIN Process
  - EIN/Liability Confirmation
  - Enrollment

Please review these instructions and use them as they apply to participants you are referring to the participant directed models of service program.

## OPTIONS EIN Process

There are a number of participants who gain waiver eligibility while receiving services through the OPTIONS program. If the Participant accessed their services under the participant directed model, where they managed their services and workers, they would have had a Federal Employer Identification Number (also referred to as an EIN) already established with the IRS to support their OPTIONS services.

What this means is that PPL must take additional steps to transition the EIN used for OPTIONS to PPL to support their waiver services. PPL will use the “New Participant F/EA Referral Form” and paper referral process to assist in managing OPTIONS to waiver transfers.

Complete the following steps when referring a participant transferring from OPTIONS.

1. Populate the New Participant F/EA Referral Form. This form can be found on the PPL website: [www.publicpartnerships.com](http://www.publicpartnerships.com). Click on “Programs” in the upper-right corner, select “Pennsylvania” from the map. Select “Office of Long Term Living Program”. Select “Program Documents”
  - a. Complete all of the information in the “Referring Agency” section.  
**IMPORTANT: Indicate the participant’s referral type, whether they are new, transfer, or OPTIONS transfer. If the participant is an OPTIONS transfer, please list the entity processing the payments for services provided.**
  - b. Complete all of the information in the “New Participant Information” section.
  - c. If other than the Participant, complete all of the information in the “Common Law Employer Information” section.
2. Submit the New Participant F/EA Referral Form: Fax completed form to: 1-855-858-8158 or email form to: [padpw-oltl@pcgus.com](mailto:padpw-oltl@pcgus.com).
3. Notify the PPL Regional Enrollment Manager alerting them of the Participant referral from OPTIONS.
4. The PPL Enrollment Manager will ensure that the Participant receives a modified enrollment package.
5. The PPL enrollment manager will require from the service coordinator the CLE’s Federal EIN. This number should be obtained from the F/EA (FMS Provider) entity processing payroll for OPTIONS services. The enrollment manager will also require the F/EA name and a contact name.
6. The PPL enrollment manager will gather the EIN and provide it to the appropriate individuals in PPL’s registration department.

The special efforts put forth to obtain and confirm information on a CLE’s already established EIN will help avoid any delays in the enrollment process.

## Prior Business EIN Process

There are a number of participants and/or CLEs who own or previously owned a business or sole proprietorship and already established an EIN with the IRS. PPL cannot use the already established EIN without obtaining additional information and permissions. There are several things that PPL is looking to understand regarding an EIN.

When PPL receives and processes a participant's CLE enrollment packet, we register for an Employer Identification Number (EIN) with the IRS on their behalf. During this process the IRS will inform PPL that an EIN already exists under the CLE's name and social security number. When PPL is informed that an EIN already exists, we send a letter to the CLE informing them of their options and the actions that they must take to help resolve the issue.

The letter addresses the above points of clarification and identifies the actions listed below.

- **What to do if the EIN is actively being utilized for business activities?**

PPL will not be able to assume authority and responsibility of an EIN that is active and being used to operate a business. In order to move forward with setting up your participant-directed services, a new Common Law Employer would need to be identified to establish an EIN on your behalf.

**Please contact your service coordinator to determine another Common Law Employer.**

- **What to do if the EIN is not active and not currently being used?**

PPL can use existing inactive EINs, but before we do this, we need confirmation from the IRS that there are no liabilities against your EIN. Please call the IRS at 1-800-829- 4933. Give them your name and EIN. Then ask them to send you a letter or a transcript stating there are no liens or balances against your EIN. One example of a form that may be requested is Form 3064C.

This information is important to have and know at the point-in-time in which you submit the new participant referral to PPL because sharing this information with the CLE can help avoid any delays in the enrollment process.