

New Direct Care Worker (DCW) Application Request – Cover Letter

The New Direct Care Worker Application Request Form is the first step to completing the employment process between you and your employer. To provide you with your employment packet, the Office of Long-Term Living (OLTL) program, through Public Partnerships LLC (PPL) needs to collect some general information from you. This application should be completed by you and the employer. The Office of Long-Term Living (OLTL) program, through PPL will use this information to pre-populate your Direct Care Worker (DCW) employment packet.

This information can be shared two ways; 1) complete and return the attached New Direct Care Worker Application Request Form or 2) call our phone enrollment team. The below information explains the steps to complete this first step in the enrollment process.

How the Enrollment Process Works:

- Direct Care Worker Application Request Form
 - Complete the attached form with your Common Law Employer – make sure you PRINT CLEARLY and complete all the required fields in each section.
 - Return your completed application by mail:
PA OLTL
PUBLIC PARTNERSHIPS LLC
P.O. BOX 1108, WILKES-BARRE, PA 18773-9905

OR

FOR FASTER PROCESSING FAX TO: 855-858-8158 or EMAIL TO: padpw-oltl@pcgus.com

- Phone Enrollment
 - Call the PPL Enrollment Team at 1-877-908-1752.
 - The phone enrollment team will ask you a series of questions to obtain the information outlined on the request form.

The Office of Long-Term Living (OLTL) program, through PPL will send your pre-populated employment packet with instructions to your employer once the application form or phone enrollment call has been completed.

IMPORTANT NOTE: You must complete all requirements, including a Direct Care Worker Pre-Service Orientation session (if not done previously and enrolling after November 30, 2018) before you start working. The vendor performing the orientation sessions will reach out to you after the Office of Long-Term Living (OLTL) program, through PPL has received and processed the New DCW Application Request Form. The Office of Long-Term Living (OLTL) program, through PPL will provide your employer with written notice once you have successfully completed the employment process.

We look forward to working with you!

Sincerely,
Public Partnerships LLC

Phone: 1-877-908-1750
TTY: 1-800-360-5899
E-mail: cs-oltl@pcgus.com
Web Site: www.publicpartnerships.com