

New Direct Care Worker (DCW) Application Request Instructions

What is it for?


Before a Direct Care Worker (DCW) can be employed by his or her Common Law Employer (CLE) and start receiving payment for the services they provide to the participant, the DCW must first complete the Direct Care Worker (DCW) Application Form.

Which fields do I need to complete?

Please complete each field, sign, and date the application and mail it to OLTL, through PPL.

Why is this important?

OLTL, through PPL uses this form to record your demographic information into our system. It also tells us which participant you are applying to work for so that we can link your accounts correctly.



New Direct Care Worker (DCW) Application Request

To provide you with your enrollment 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 both you and the employer. PPL will use this information to pre-populate your Direct Care Worker (DCW) enrollment packet.

Once complete, please call 1-877-908-1752 or return the form via mail or fax.

Type of Application (select one) New DCW Existing DCW (if you are already in PPL's system, list your PPL ID # _____)

Program Qualifications* (responses to these two questions are **REQUIRED**.)

1. **Are you the spouse of, legal guardian for, representative payee, or power of attorney to the participant? *** Yes No

2. **Are you under 18 years old? *** Yes No

If you responded "YES" to either of these questions above you do **NOT** qualify for employment.

DCW Information			
First Name*:	Middle Initial:	Last Name*:	
Maiden/Alias Name(s):	Date of Birth*:	Social Security Number*:	
Physical Address (no P.O. Box) *:		City*:	State*:
		Zip Code*:	
County*:	School District*:	Municipality (City, Borough, or Township) *:	
Phone Number*:	Alternate Phone Number:	Email Address:	
Mailing Address (if different from physical address):	City:	State:	Zip Code:
Relationship to Participant/Common Law Employer:			

If you have any questions, please contact customer service at 1-877-908-1750.