

## IMPORTANT NOTICE:

### Mandatory Self-Directed Employee Screenings

#### Division of Developmental Disabilities (DDD) Self-Directed Employee (SDE) Option

People hired as SDEs will need to pass certain screenings. This must happen so they can provide services to an individual. The screenings include:

- A criminal background check. This check is based on SDE fingerprinting.
- Drug testing
- A Child Abuse Record Information (CARI) check

Normally, these screenings are required **before** a person can be hired as an SDE. DDD has made a temporary change in what is required. The change is due to the COVID pandemic. This applies to all SDEs hired during the COVID pandemic:

- SDEs may be hired and begin providing services
- They can complete the screenings **after** they are hired. Screenings are expected to be completed and results received by PPL as soon as possible. This must occur NO LATER THAN 120 days from the date of hire. It is the duty of the Employer of Record and their SDEs to make sure this is done. The screenings include the:
  - Required fingerprinting
  - Drug testing
  - And CARI check

#### **If within 120 days of hire, an SDE:**

- **Has not completed the required fingerprinting, drug testing and CARI check**
- **And PPL has not received the screening results**

**Then, the SDE's Employment status and payment will be suspended.**

**EFFECTIVE JANUARY 1, 2021:** SDEs will only be paid going forward from the date PPL receives results of all required screenings. SDEs will not be paid for services provided during a time when their employment status was suspended.

If you have questions about what is required, you can contact the NJ DDD Fee for Service Help Desk at [DDD.FeeForService@dhs.nj.gov](mailto:DDD.FeeForService@dhs.nj.gov).

Contact PPL Customer Service at 1-844-842-5891 to request:

- An order for drug testing
- A link to submit a CARI application

You can access fingerprinting instructions on the PPL DDD website here:

<https://pplfirst.wpenginepowered.com/wp-content/uploads/2024/02/fingerprinting-instructions-2020-updated.pdf>