



EMPLOYER AGREEMENT

Member Name			
First:	Darci	Last:	Mclear
		PPL ID:	PA-0068307
Employer Name (this must be completed)			
First:	Darci	Last:	Mclear

This agreement covers the responsibilities of the Employer. They are subject to federal and state laws.

Terms and Conditions

PUBLIC PARTNERSHIPS LLC (PPL) DUTIES:

1. Provide enrollment packets.
2. Pay Personal Assistants (PA), on behalf of the Employer. For the PA to be paid, service shifts must be approved by the Employer.
3. Deposit Employer-related taxes using the Employer's tax ID.
4. Follow all IRS and State guidelines.
5. Obtain all proper Federal and State Powers of Attorney.
6. Maintain workers compensation insurance on behalf of the Employer.
7. Process all tax exemptions and withholdings.
8. Maintain records of all:
 - Withholdings
 - Filings
 - Payments
9. Supply the PA with a paystub for each pay period.
10. Furnish the PA with end of year statements for filing income tax returns.
11. Track all money spent from the Program budget. The Employer must watch spending and not exceed the approved amount.
12. Submit all claims to the Program on behalf of the Employer.
13. Will only pay for tasks approved in the Service Plan.
14. Upon the end of this Agreement PPL will complete all required federal and state filings.

EMPLOYER DUTIES:

1. Agrees that they are the Employer. The PA is not an employee of PPL or the State.
2. The Employer will ensure the PA:
 - Meets program criteria
 - Has completed required training based on program rules
 - Passes a background check before starting work
3. Non-qualified PAs cannot be paid.
4. The Employer:
 - Will set the terms of employment
 - Can end the employment of the PA
 - Must follow all State fair hiring and firing standards
 - Accurately and fully complete and submit the USCIS Form I-9

Repeated dismissals by the Employer may make replacing staff harder. This could raise state unemployment tax rates. The Employer must stay within their budget with the higher costs. The Employer must tell PPL when an Employee has been let go. This information will be saved by PPL.

In the event of a transfer between managed care organizations (MCO), program information will be shared with the new MCO.

If the PA's employment stops for 6 months or longer, they may have to complete new paperwork.



Change of Employer

If a new Employer replaces the previous Employer, they become the successor employer. The PA must have continued to provide the same services to the same Member. The new employer is required to keep completed forms. This includes the I-9.

Electronic Signatures

PPL supports electronic signing of forms if it is lawful and applies.

Electronic Visit Verification (EVV)

The PA must clock in and clock out for their shift using an approved EVV method.

Agree and Sign

The Employer confirms:

- I have read all of this form.
- I understand my responsibilities.
- I agree to the terms of this Agreement.
- My records are protected under state and federal laws.
- I understand my records cannot be disclosed without my consent unless required by law.
- The details provided are accurate and complete.

Employer Signature:

Darci Mclear

Date:

3/20/2024