

Public Partnerships LLC  
 Indiana Family and Social Services Administration (FSSA)  
 Pathways For Aging Waiver



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## Indiana Family and Social Services Administration (FSSA) Pathways For Aging Waiver Employee Enrollment Packet

Welcome to the Indiana Family and Social Services Administration (FSSA) Pathways For Aging Program where Public Partnerships is excited to serve as your Fiscal Intermediary (FI) agent. We will track all hours worked and pay for services on behalf of your Employer and handle the required background checks on all Personal Attendants.

You must complete a separate packet for each Employer you work for, even if you are hired by two people in the same household. PPL cannot pay any claims until a completed packet is received for your work with each Employer. Once the enrollment process is done, PPL will issue your paychecks to you and they will reflect tax withholdings. If you have any questions, please call or email PPL at (866) 264-2296 or [INfssa-cs@pplfirst.com](mailto:INfssa-cs@pplfirst.com).

### How do I complete the forms? Is there an easy way to tell which ones apply to me?

We have enclosed a checklist of all forms you need to return to PPL. Please use this to help you identify which forms to return to us.

### What should I expect as an Employee?

*Before you can provide services on your new job you must:*

- Pass a statewide criminal history check
- Meet with your Employer to complete an employment contract and verify the information you have provided on your USCIS Form I-9
- Complete the enclosed tax forms and submit to PPL for processing
- Report to your Employer about job performance and scheduling requests

*After you start your new job you will:*

- Submit timesheets online or submit signed paper timesheets to PPL every 2 weeks
- Receive a paycheck from PPL, based on time submitted to PPL, every 2 weeks
- Receive W-2 Wage Statement from PPL, on behalf of your Employer, every year

### Who is submitting timesheets to PPL?

The Employee can submit online timesheet or paper timesheet. If the Employee is submitting paper timesheets, Employer must collect all timesheets from their Personal Attendants for a paycheck cycle and submit them to PPL together. If Personal Attendant timesheets for a single Employer are not submitted together, payments may be delayed or even denied.

### **What taxes will be withheld and how will my paycheck stub change?**

PPL will withhold Social Security, Medicare (FICA), and state and federal income taxes from your paycheck. A summary of all tax withholdings will appear on your paycheck stub throughout the calendar year. PPL also will mail you a W-2 form in January. You will need this W-2 form to file your individual tax return by April. Your Employer will receive regular reports from PPL about your total year to date wages and taxes paid.

### **When do I need to complete and return tax forms to Public Partnerships?**

You must complete and return the required forms to PPL once you are hired by an Employer. Delays may result in payment delay, or inaccurate tax withholding for services you provide to your Employer.

### **Are there other forms I need to review?**

Yes. PPL has included the following forms for your review.

PPL Timesheet and Payment Calendar. A signed timesheet will allow PPL to issue a paycheck. A timesheet can be completed online, faxed or mailed, but must be legible, signed and for authorized service dates and hours. Paychecks are issued every other week. See the Payment Schedule for more information about processing days and deadlines. Please feel free to make copies of the Timesheet form to record Employee hours.

### ***Thank you***

On behalf of your new Employer and FSSA, PPL would like to thank you for your commitment to individuals and families enrolled in the FI program. **Please call or email us at 1-866-264-2296 or [INfssa-cs@pplfirst.com](mailto:INfssa-cs@pplfirst.com) if you have any questions regarding this new requirement or the process in general.** We are available to help walk you through the forms over the phone.

Sincerely,

Public Partnerships LLC