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

Phone: 1-866-264-2296
TTY Phone: 1-800-360-5899
Business Fax: 1-866-799-9381
Time Sheet Fax: 1-866-847-0478
Website: **www.pplfirst.com**

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

Employer Enrollment Packet

Dear Employer:

Thank you for your interest in the Indiana Family and Social Services Administration (FSSA) **Pathways For Aging Program**. Here are the forms you will need to complete and return to Public Partnerships, LLC (PPL). Please note, that effective January 1, 2009 enrollment in the FSSA Pathways For Aging program may be limited. Please feel free to call PPL's Customer Service number at 1-866-264-2296 for enrollment availability.

Also attached is a "Frequently Asked Questions" document that tells you more about the FSSA Pathways For Aging program and the support PPL provides to:

- You the consumer or "employer"
- The person or "employee" you hire to provide attendant care service

Please **DO NOT** begin receiving services from your employee before your application paperwork through PPL has been completed and you hear from your case manager when services can start.

Again, please feel free to call PPL's Customer Service number at 1-866-264-2296, with any questions you might have about the FSSA Pathways For Aging program.

Frequently Asked Questions

What is my role as an Employer? What is PPL's role?

The Fiscal Intermediary (FI) Service lets you use Medicaid funds to hire your own staff. You are the Employer and PPL is your FI agent. Below is a brief summary of each role:

As an Employer, you will:

- Find, hire, and dismiss, if needed, all employees
- Set performance metrics for each employee
- Set schedules and tasks each employee will provide
- Oversee how your authorized service units are being used
- Set a system for submitting hours worked. Time must be submitted by you or an employee to submit timesheets via online, fax or mail on a regular basis

As your FI Agent, PPL will:

- Send paychecks to employees every two weeks after received signed timesheets, as long as there are sufficient units
- Withhold state and federal taxes for each employee
- File monthly, quarterly, and annual forms and tax deposits with state and federal agencies (See below) to learn more about what taxes are withheld)
- Send W-2 Statements to each employee in January
- Provide utilization reports to you once a month
- Manage your service authorization per your directions

Who will submit timesheets to PPL?

As an Employer, it is your task to see that timesheets are submitted to PPL on a regular basis. You can assign this task to your employees if you prefer.

Do my employees have to complete paperwork too?

Yes. When you find a new employee, your case manager will tell you on the required process that must take place before they can be paid by the Division of Aging through PPL. All employees must pass a criminal background check and submit:

- An application
- Two letters of reference
- PPL Employee Packet, which includes tax documents and an USCIS I-9 Form.

This paperwork can be obtained from PPL, the Employer's case manager or the following web site: www.PPLFirst.com. Employees must complete a separate PPL Employee Packet for each Employer/Waiver Program Participant who hires them, even if the Employers live in the same home.

Will I have to pay for services out of my own pocket?

No. As long as you manage services within your authorization, all payroll related expenses are from Medicaid funds. These expenses are employee wages and taxes, employer payroll taxes, and unemployment insurance.

Will I ever get letters from the IRS and Department of Revenue?

Yes. Now that you are an Employer, you may get letters and forms from the IRS and Indiana Department of Revenue. PPL does not receive all of these mailings because you are the legal Employer. It is your task as an Employer to forward this information onto us.

What taxes are withheld for each of my employees?

All employees must pay taxes. A summary of all employee tax withholdings will be on their paycheck stub. PPL will also prepare and mail a W-2 Wage Statement to each employee in January.

Do Employers pay taxes too?

Yes. Employers must match each employee's Social Security and Medicare (FICA) contribution with their Medicaid funds. Medicaid funds also pays federal and state unemployment insurance premiums for each employee. Acting as your FI agent, PPL will complete all this paperwork, and send you regular progress reports.

To know more about the PPL FI Service

PPL will share more information to you over the next few weeks including pamphlets and posters that answer questions about:

- Minimum wage requirements
- Unemployment insurance
- Workplace safety

For example, here are two documents:

1) IRS Publication 797. Possible Federal Tax Refund Due to the Earned Income Credit.
This article shares general information about a tax credit some of your employees may qualify to get. PPL will share similar information about this credit to each of your employees. If your employees ask if they qualify for this program, you give them the answer, or have them call PPL at 1-866-264-2296. (This form does not need to be send back to PPL.)

2) PPL Timesheet and Payment Schedule. A signed timesheet will let PPL issue a paycheck. A timesheet can be submitted:

- Online
- Fax
- Mail

It must be legible and signed. Paychecks are issued every other week.

Questions?

Please call Customer Service at 1-866- 264-2296 if you have any questions about payroll or general program questions. PPL Customer Service will help you with the forms over the phone.

Thank you for your interest in the **FSSA** Pathways For Aging program.

Sincerely,

Public Partnerships, LLC

1-866-264-2296