

A CDPAP Consumer's Guide to Approving Timesheets With PPL



PPL offers four ways to approve timesheets

1

Time4Care™ App — Time4Care™ is a free mobile app, available in 11 languages, where consumers can view, approve, or reject personal assistant (PA) hours. The app works with Wi-Fi or cell service with a data connection and can be downloaded from the Google Play or Apple App stores.



2

PPL@Home — Consumers can approve shifts in PPL@Home on a computer or mobile device. Go to pplfirst.com/cdpap for links to log in to PPL@Home. Open the timesheet tab and click “view” to see PA shifts and select “approve” or “reject.”

3

Telephony System — Dial 1-833-278-3959 and follow the prompts to approve time using PPL’s telephony electronic visit verification system. Only time entered via telephony can be approved via telephony.

4

Paper Timesheets — If electronic timekeeping is not an option due to specific, unique reasons such as sincerely held religious beliefs or unreliable phone or internet service, an exception* to use paper timesheets can be requested by calling 1-833-247-5346; faxing 1-844-244-4384; mailing P.O. Box 310, Binghamton, NY 13902; or emailing NYCDPAP_TS@pplfirst.com.



For more information about PPL’s time management options, including download links for Time4Care, step-by-step training videos, and detailed “how to” instruction guides in multiple languages, visit pplfirst.com/cdpap-resources.

*Paper timesheets will be temporarily accepted without an approval until May 17, 2025.