



DIRECT SERVICE WORKER ENROLLMENT FORM

This form is the first step in the enrollment and onboarding process with Public Partnerships LLC (PPL). The details you provide on this form will be used for both:

- Employment, and
- Payment choices.

Please complete this form.

Direct Service Worker (DSW) Name

First:

Middle:

Last:

Maiden or Previous Last:

DSW Address (where you live)

Street (no PO Box):

Street 2 (APT., STE., etc.):

City:

State:

Zip Code:

County:

☐ Select if address where you live is the same as mailing address.

If not, complete the Mailing Address section below.

Address:

Address 2 (APT., STE., etc.):

City:

State:

Zip Code:

DSW Personal Details

Date of Birth:

Social Security Number:

Sex:

☐ Male ☐ Female ☐ Prefer not to disclose

DSW Contact Details

We need to have two ways of reaching you. Email is preferred.

Email:

Cell Phone:

Home or Other Phone:

Public Partnerships can text me. They may text me at the cell phone number above. ☐ Yes ☐ No

I understand that carrier charges may apply.

Criminal Background Check Details**Place of Birth:**

Race (please check one):

- ☐ American Indian and/or Alaskan ☐ Asian or Pacific Islander ☐ Black
☐ White (includes Mexicans and Latinos) ☐ Unknown

Eye Color (please check one):

- ☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Gray ☐ Hazel ☐ Maroon
☐ Multi-colored ☐ Pink ☐ Unknown

Hair Color (please check one):

- ☐ Bald ☐ Black ☐ Blonde ☐ Blue ☐ Brown ☐ Green ☐ Gray
☐ Orange ☐ Purple ☐ Pink ☐ Red ☐ Sandy ☐ White ☐ Unknown

Height: **Feet** **Inches** **Weight (pounds):**

Please select how you want to be paid:

- Direct Deposit to your Bank Account, or
- By Debit Card.

You will be paid by paper check until direct deposit is set up. It takes one to two pay periods for direct deposit to become active.

If you need to update your bank account details, you must submit a Direct Deposit Update form.

Payment Information☐ **Direct Deposit to Bank Account**Account Type (select one): ☐ Checking ☐ Savings

Bank Name:

Routing Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ **Deposit to Debit Card**

If you select Debit Card as your payment method, you must provide PPL with an address where you live. If you work for more than one Participant, all payments will be on one debit card.

Pay Stub

Your pay stub is available through:

- The web portal, or
- The mobile app.

PPL Terms and Conditions

I understand and accept:

- PPL is not my Employer.
- PPL will help my Employer collect my personal details. The details are needed to complete the employment forms. PPL, as an FEA (Fiscal Employer Agent), will support my Employer in processing their:
 - Taxes, and
 - Payroll tasks.
- Information provided to PPL, on behalf of my Employer, can/will be used to fill required forms for employment. The forms are required under:
 - Federal programs,
 - State programs, and
 - Self-Directed Services programs.
- PPL will collect my account numbers only to process my payment on behalf of my Employer.
- PPL will process my payment only after my Employer approves my timesheet.
- Through PPL I can select my preferred method of contact. Using details provided by me, PPL can contact me through:
 - Phone calls,
 - Email, and
 - Regular mail.
- If I want to find out other ways PPL might use my details, I can find it in PPL's Privacy Policy on their website.

Agree and Sign

I confirm:

- I have read all of this form.
- The details I have provided are:
 - Accurate, and
 - Complete.
- Any false statement on this form may result in my dismissal.
- This document is not a contract between:
 - The DSW,
 - PPL, and/or
 - The State.
- Employment depends on verifying my right to work in the US.
- PPL can deposit my payment directly into my bank account based on my choice above.
- If I fail to provide complete and accurate information on this form, processing may be delayed or made impossible, or my electronic payments may be incorrectly made.
- PPL can withdraw from the designated account all amounts deposited electronically in error.
- If my account is closed, or does not have enough money to allow withdrawal, PPL can withhold any payment owed to me until the incorrect deposited amounts are repaid.
- Before I spend money from my wages, I must ensure the money has been deposited into my account. I agree PPL is not responsible for any insufficient funds fee(s) or any other fees or charges on my account(s).
- If I want to cancel direct deposit, I will contact PPL customer service and provide both:
 - The account number, and
 - The routing number.

Direct Service Worker Signature:

Date: