



YOUR LIFE
YOUR CARE
YOUR PEOPLE

Common Law Employer (CLE) Training

Session 2 – Common Law Employer – Part One

July 2024



Agenda

01

CLE Responsibilities

02

Review of Program Documents

03

CLE Resource Guide

04

Mileage



01

CLE Responsibilities



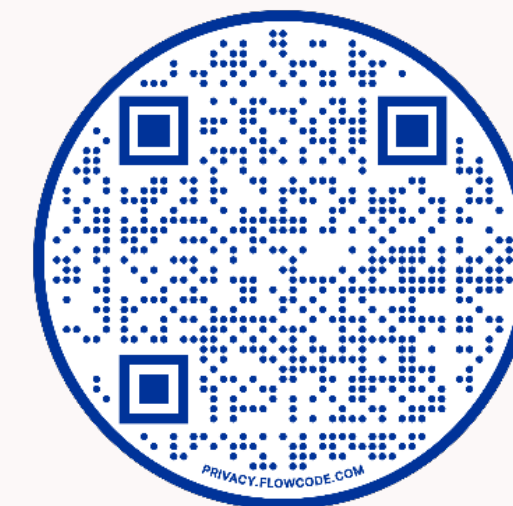
CLE's Role

You are responsible for:

- **providing direction/training** to your SSP on how you want your services delivered.
- **reviewing, approving or rejecting shifts** in a timely manner.
- **providing feedback on the-SSP's** work performance.
- **setting your hourly wages** (within program limits)
- **communicating any changes** in the schedule.
- **providing the SSP with a start date once the enrollment packet has been approved.**

The CLE is the employer of record. ensuring documentation of service notes and quarterly progress notes

Scan me!



Our Roles and
Responsibility Video for
*Participant/
Common Law Employer.*



02

Review of Program Documents

Program Documents

Key Enrollment Forms



Below is a listing of the forms that are completed during the enrollment process:

- IRS SS-4 - To apply for an Employer Identification Number.
- IRS 2678 - Names PPL as the payment agent.
- CLE Consent Form - Terms for being an employer in self-direction.
- Back-up Plan - What to do if your SSP is not available to work, or planning for emergency situations.
- Choice of Common Law Employer Form - An employer selection form.
- Support Broker Choice Form - The CLE gives PPL permission to discuss employer tasks.



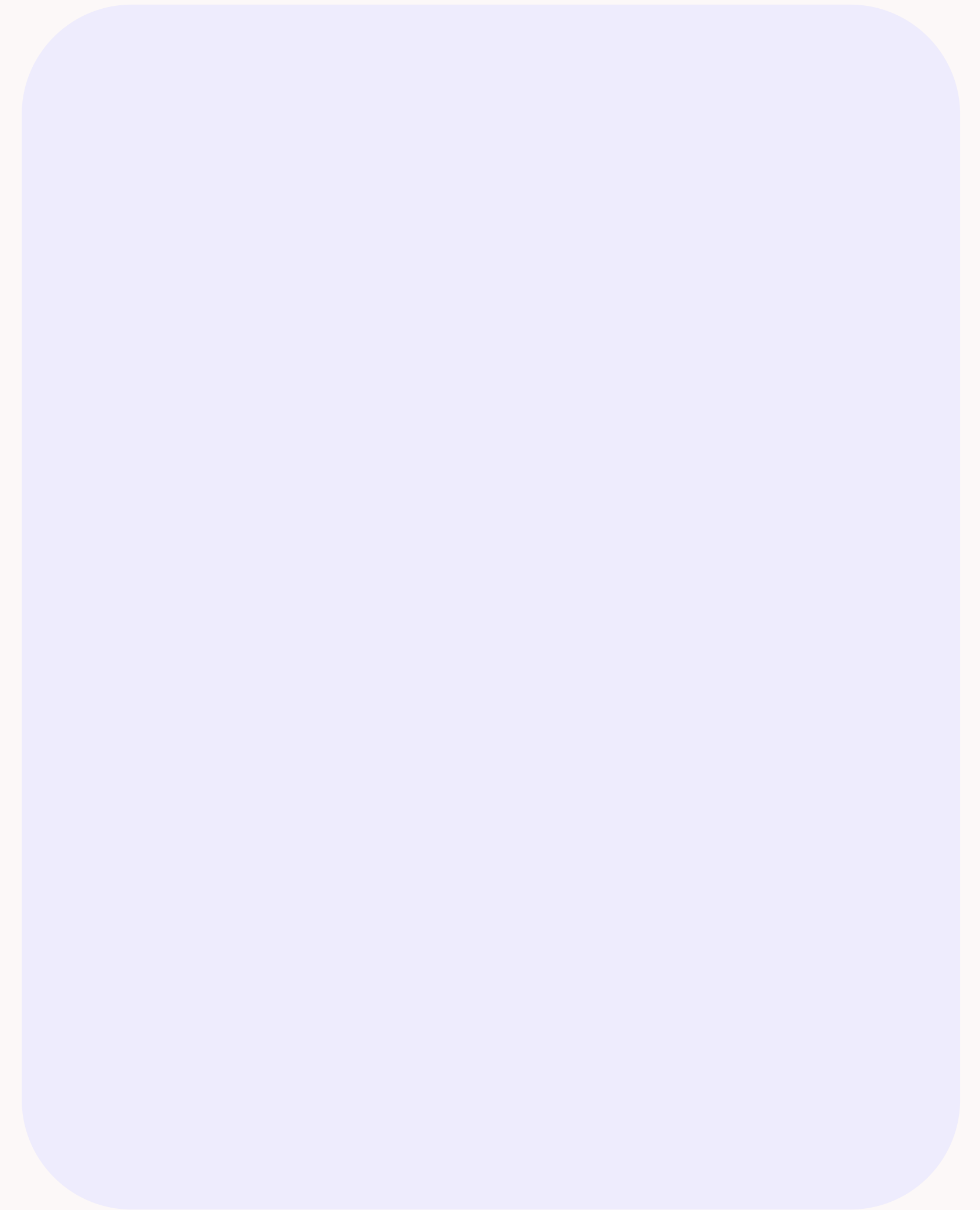
03

CLE Resource Guide

CLE's Role

CLE Trainings

Links for these trainings will be added here once they are completed.





04

CLE Mileage

CLE Mileage



To submit mileage, the CLE will need to click on My Reimbursements on their Enrollment Dashboard. CLEs are required to be reimbursed through direct deposit.



My details View	Section complete	My signature Change	Section complete
My providers Start	Section complete	My Enrollment Change	Section complete
My invoices View	Section complete	My Budget and Time Entries View	Section complete
My Reimbursements View	Section complete		

Click Reimbursement Entry and then click Create Reimbursement and follow the instruction

[Home](#)[Payment History](#)[Paystubs](#)[Reimbursement Entry](#)[Payment Methodology](#)

[+ Create Reimbursement](#)

Date Range

Jun.11, 2024 to Jul.9, 2024

Status

Select value

Reimbursement Entries



Thank you!