

Public Partnerships LLC
8000 Avalon Blvd,
Suite 300
Alpharetta, GA 30009
Phone: 888-752-8250

[Date]

Dear Attendant,

A member in the Colorado Consumer-Directed Attendant Support Services (CO CDASS) program selected you to provide their services. This packet has the paperwork you need to complete.

Colorado CDASS members have a Financial Management Services (FMS) provider. The member who wants to hire you selected Public Partnerships LLC (PPL) to be their FMS provider. PPL is not your employer. The CDASS member or their authorized representative is your employer. PPL will help your employer with some employer tasks.

Before you can start working, PPL must receive all your employer's and your attendant paperwork. Work with your employer to read, sign, and complete all the required paperwork for the CDASS program. Then, send all the completed forms to PPL.

As you work on the paperwork in this packet, avoid using correction tape or fluid. If you need a new form, download it from our website (<https://pplfirst.com/programs/colorado>) or call PPL to request one. You must complete a full packet of forms for each employer who wants to hire you as an attendant even if you are all living in the same household.

The CDASS program, through PPL, will pay you for the services you provide to the member. You cannot be paid for any services you provide before the date you are approved to begin working. PPL will tell you and your employer the date when you are approved to start working in CDASS.

Below is a list of the forms included in this packet.

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| ☐ Attendant Enrollment and Agreement Form | ☐ Direct Deposit Form |
| ☐ Attendant Services and Rates Form | ☐ Tax Exemptions Form |
| ☐ Electronic Visit Verification Attestation of Exemption Form (State of Colorado form) | ☐ Form W-4 |
| | ☐ USCIS Form I-9 |

If you have questions, call PPL Customer Service toll-free at 888-752-8250. Customer Service is available Monday through Friday from 8am until 5pm MST.

Sincerely,

Public Partnerships LLC