

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

[Date]

Dear Health First Colorado Member,

Welcome! You have received this letter and attached forms because you chose the Colorado Consumer-Directed Attendant Support Services (CDASS) program. We are pleased that you chose Public Partnerships LLC (PPL) to be your Financial Management Services (FMS) provider. PPL uses the Fiscal/Employer Agent model of FMS which means our role is to provide support with a variety of employer tasks; however, PPL will not be the legal employer of your attendants.

The services we will provide you include:

- Assisting with attendant screening according to program rules,
- Paying wages to the attendant on behalf of the employer,
- Completing withholdings for each attendant,
- Filing tax deposits monthly, every three months, and annually,
- Filing forms with state and federal agencies,

- Providing reports in accordance with state program rules,
- Issuing the IRS Form W-2 and/or other tax documents to the attendant by January 31st,
- Answering questions about enrollment, service shifts, payments, and
- Providing tools to help you self-direct, such as our website, online portal to manage timesheets, and Electronic Visit Verification mobile app and telephone reporting.

You and your attendants must complete enrollment with PPL before CDASS may begin. If you are required to have or choose to have an authorized representative, they must be enrolled with PPL as well. An authorized representative is someone assigned to help you direct and manage your care.

We are going to help you with this enrollment process.

During enrollment, either you or your authorized representative will be set up as the legal employer of record for your attendants. CDASS requires a member hire at least two attendants before services may begin. Please know: all attendants must complete PPL's hiring steps before they may begin providing services to you.

Listed below are the steps to enroll with PPL and the documents that are required and optional. Use this

document to guide you with the process. It will help you to stay organized and ensure everything is completed properly. If you need help completing your forms or fixing a mistake on a form, call PPL's Enrollment Specialist team at 1-877-908-1752. Our hours are Monday – Friday, 8am – 5pm (Mountain Time).

Steps to Enroll with PPL as a CDASS Employer

1. Read and complete the documents included with this letter. The documents are listed on the checklist on the next page.
2. Review your completed forms, making sure everything is correct.
3. Send your employer enrollment forms to PPL.
 - Mail the forms to: Public Partnerships
8000 Avalon Blvd
Suite 300, Alpharetta, GA 30009
 - Or send them by email to:
cocdassadmin@pplfirst.com
 - Or send them by fax to: 1-866-947-4813
4. Check your email and phone messages regularly.
PPL will notify you if corrections or more information is needed to process your documents.

Customer Service after you Enroll

It is the CDASS employer's responsibility to manage attendants. We encourage you to call our Customer

Service Team if you or your attendants have payroll issues, trouble with PPL's systems, need documents in another format (Braille, large print, other language), or have questions or concerns.

PPL Customer Service

Phone number: 888-752-8250 (toll-free, English and Spanish-speaking agents)

Email: ppcdass@pplfirst.com

Hours: Monday – Friday: 8am – 5pm (Mountain Time).

We look forward to working with you!

Sincerely,

Public Partnerships LLC

Checklist of Employer Enrollment Forms

In Colorado Consumer-Directed Attendant Support Services (CDASS) the member, or their Authorized Representative, is the legal employer of record. Listed below are the documents to enroll with Public Partnerships LLC (PPL) as CDASS employer. If you need help completing your forms or fixing a mistake on a form, call PPL's Enrollment Specialist team at 1-877-908-1752, Monday to Friday between 8am and 5pm MST.

☐ **Employer Enrollment and Agreement Form - PPL Form**

This form is used to provide PPL the important details about you in order to enroll in the CDASS program.

Action: The employer completes, signs and dates this form.

☐ **IRS Form SS-4 - Application for Employer Identification Number - Federal Form**

This form establishes a Federal Employer ID Number for you. It tells the IRS that you are the legal employer, and that PPL is your fiscal agent that will handle your tax deposits and filings

Action: The employer signs and dates at the bottom of

page 1.

☐ **IRS Form 2678 - Employer/Payer Appointment of Agent - Federal Form**

This form tells the IRS that you want PPL to provide financial management services to you, assigns your tax duties to PPL, authorizes it to withhold employees' taxes from paychecks, and file and deposit those taxes with the IRS.

Action: The employer signs and dates in the boxes at the bottom of page 1.

☐ **Colorado Form DR 0145 - Tax Information Authorization or POA - State Form**

This form allows PPL to discuss your income tax withholding account with the Colorado Department of Revenue. PPL can't access personal income tax information.

Action: The employer signs and dates at the bottom of the form.