

Pennsylvania Office of Developmental Disabilities
Enrollment Checklist for the Support Service Professional

This checklist is for the Support Service Professional (SSP) enrolling in the self-direction option with Public Partnerships (PPL)

- ☐ Register to use MyAccount.
- ☐ Complete enrollment paperwork through MyAccount.
- ☐ As part of the SSP enrollment, PPL will submit background checks. The SSP should watch for emails regarding the Criminal Background Check (CBC), FBI check (if applicable), and Child Abuse Check (CAC) (if applicable.)
- ☐ The results for the CBC will be sent to PPL.
- ☐ The results of the CAC and FBI will be mailed to you. Once the results are received, they must be sent to PPL via one of the below options:
 - Email: paodp@pplfirst.com
 - Fax: 833-596-3817
- ☐ PPL will verify the Participant's authorizations are in place.
- ☐ PPL will set up a timesheet orientation for the CLE and SSP.
- ☐ PPL will notify the CLE of the date the SSP can begin working (Good to Go date).

Please call 1-800-249-0861 for any assistance you may need with registering in MyAccount or with the enrollment process.

Please be advised that the SSP should not begin working until an email is received from PPL with a start date. PPL is unable to pay the SSP if they begin working prior to receiving the email.

Helpful documents (payroll schedules, guide to submit a rate change, FAQs, etc.) can be found at: [PA Office of Developmental Programs \(ODP\) | PPL First](#)