



## OLTL Direct Care Worker (DCW) Pay Rate Guide

### Section 1: How Maximum Pay Is Set

The highest hourly DCW wage rate a DCW can earn is based on:

- The maximum regional billable rate for your area, established by the PA Dept. of Human Services, Office of Long-Term Living.
- Common Law Employer (CLE) taxes like:
  - Unemployment insurance
  - Workers' compensation insurance
- The DCW wage rate + CLE taxes cannot be more than the regional billable rate

If the CLE taxes change, the maximum DCW wage rate may also change. Each CLE may have a different DCW maximum pay rate.



### Section 2: How to Find the DCW Maximum Pay Rate

1. Go to <https://fms.publicpartnerships.com>
2. Log in
3. Click **Participant Profile**
4. Click **Associated Direct Care Workers**
5. Click **Services**
6. Look in the 4th column to see the maximum pay rate

### Section 3: How to Give a Pay Raise

- Fill out a **Qualified Worker Rate Change Form** from [pplfirst.com](http://pplfirst.com). Go to Programs → Pennsylvania OLTL
- The CLE and DCW must sign the form
- Send the form to PPL by email ([padpw-oltl@pplfirst.com](mailto:padpw-oltl@pplfirst.com)), fax (1-855-858-8158), or mail (17 Plaza Dr Suite 300 Latham NY 12110).

### Important Reminders

- DCW wage rate + CLE taxes cannot be higher than the maximum billable rate in the participant's region
- New pay rates start at the beginning of the next full pay period