

Pennsylvania Office of Long-Term Living (OLTL) Enrollment Checklist for the Direct Care Worker (DCW)

This checklist is for a Direct Care Worker (DCW) who will be providing services to participants with Public Partnerships LLC (PPL) for participant-directed services.

A PPL Enrollment Specialist will assist you and your first DCW get set up in the PPL BetterOnline Portal and finish all the enrollment requirements.

If you want to talk to your Enrollment Specialist, you can call **1-877-908-1750** and ask for them.

Important:

- DCWs cannot start working until the Common Law Employer (CLE) receives a “Good to Go” email from PPL.
- PPL cannot change dates after paperwork is done, so the DCW must wait to begin working until the CLE gets an email from the PPL Enrollment Specialist saying everything is ready.

You can visit the [PA OLTL Program | PPL](#) website for helpful information like payroll schedules, Time4Care information, EVV requirements, Frequently Asked Questions (FAQ), etc.

- Register for the PPL BetterOnline Portal.
- You can complete the DCW enrollment packet through paper or electronically. Please email to padpw-oltl@pplfirst.com. The DCW packet requires signatures from the DCW and CLE.
- Once the DCW enrollment packet is received, PPL will submit background checks. DCW should expect emails regarding the Criminal Background Check (CBC), FBI check (if applicable), and Child Abuse Check (if applicable).
- The results of the Child Abuse Check 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: padpw-oltl@pplfirst.com
 - Fax: 1-855-858-8158
- PPL will notify the CLE and DCW by email when the DCW can begin working. This is the DCW’s Good to Go date.
- DCWs can begin entering time according to the Electronic Visit Verification (EVV) guidelines in the Time4Care smart device app. Find out more about EVV here: [PPL EVV Frequently Asked Questions](#)