

**Pennsylvania Office of Long-term Living (OLTL)
Enrollment Checklist for the Participant/Common Law Employer (CLE)**

This checklist is for the Participant or CLE who is signing up with Public Partnerships LLC (PPL) for participant-directed services.

A PPL Enrollment Specialist will assist you and your first Direct Care Worker (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.

Please remember:

- 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.

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 CLE enrollment packet through paper or electronically. Please email paper copies to padpw-oltl@pplfirst.com.
- PPL will obtain an Employer Identification Number (EIN) on behalf of the Participant or CLE. The business is set up as a sole proprietorship.
- If the Participant or CLE has an existing EIN no longer in use, provide it to the PPL Enrollment Specialist. If you do not know the EIN, contact the IRS to request a 147-C letter.
- 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. DCWs should expect emails regarding the Criminal Background Check (CBC), FBI check (if applicable), and Child Abuse Check (if applicable).
- PPL will schedule an over-the-phone, virtual, or in-person CLE orientation and timesheet training. The CLE can use this information to complete training with their DCWs.
- PPL will verify the Participant’s authorizations are in place.
- PPL will notify the CLE and DCW by email when the DCW can begin working. This is 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](#)