

**West Virginia Personal Options
Aged and Disabled Waiver Program
Enrollment Packet**

Dear Participant:

Welcome to *Personal Options*. The Bureau for Medical Services has contracted with Public Partnerships, LLC (PPL) to help you direct your own services, including the responsibilities of employing your own employees, and purchasing other goods and services as needed. PPL will help you:

- Complete required paperwork;
- Develop an annual plan for services and supports;
- Manage your monthly budget;
- Recruit, screen, hire, train, supervise, and dismiss employees;
- Select and purchase other goods and services from qualified providers.

PPL will perform payroll and tax services on your behalf, including:

- Assist you with verifying the qualifications of your employees and other service providers;
- Process approved timesheets and invoices and issue payment to your employees and other service providers;
- Withhold, remit, and refund Federal and State employer and employee taxes.

Forms to complete and submit to the PPL Resource Consultant during the enrollment visit:

- Enrollment Form – This form explains your rights and responsibilities and confirms your voluntary participation in *Personal Options*.
- Participant Directed Service Plan – This plan describes your goals, needs, and preferences for Medicaid and non-Medicaid services. **Important** - You are responsible for developing this plan and reviewing this plan at least every six months. Your representative, case manager, resource consultant, and others may assist you as needed.

Program Information and Forms to keep and use as needed:

- Appointment of Representative – Use this form if you wish to appoint a representative to assist you. **Important** - Your representative may **not** be a paid employee.
- Notice of Separation of Employment – Please use this form to notify PPL when an employee will no longer be working for you and the reason why their employment ended.
- Incident Report – You are required to report unusual situations in your home, such as falls or accidents. You may also use this form to report abuse, neglect

or exploitation. You may also call your PPL resource consultant directly to report over the phone.

- Grievance Form – PPL is committed to your satisfaction. If you have questions or concerns regarding PPL services, please call your PPL resource consultant. Use this form only if you are dissatisfied with PPL's response to your concerns.
- Transfer Request – Use this form only if you wish to transfer from *Personal Options* to traditional Aged and Disabled Waiver services.

Payroll Forms and Information to keep and use as needed:

- Payroll Schedule – Your employees will submit timesheets and/or invoices every two weeks according to this payroll schedule.
- Timesheet – Your employees will use this form to report hours worked. You are responsible to review and sign your employee's timesheets. If you need additional copies call PPL Customer Service toll free at: (866) 429-3465, or download from the PPL website (listed below).
- Monthly Personal Assistance/Homemaker Documentation – Make sure your employees fill out this form on a daily basis and submit monthly to your resource consultant. You are responsible to review and sign this form. You must maintain copies of the monthly homemaker documentation in the home.
- Transportation Invoice – If you choose to reimburse your employee for transportation services you will have your employee complete this form. You are responsible for reviewing and signing this form. You or your employee will need to submit this form to PPL at the address or fax number shown on the form.

For more information:

Visit the PPL website at www.publicpartnerships.com to get more information and paperwork. Select "West Virginia" from the drop down menu and enter the following username and password:

<u>Username</u>	wvclient
<u>Password</u>	pcgww49

Questions?

Public Partnerships encourages you to call us toll free at (866) 429-3465 or by email pplwvadv@pcgus.com if you have questions.

We look forward to serving you.

Sincerely,

Public Partnerships, LLC
Fiscal/Employer Agent and Resource Consultant