

## KS WORK UnitedHealthcare Employer Checklist

### Step 1: Required Forms

**BEFORE you are able to perform services, KS WORK program, through Public Partnerships LLC (PPL) needs ALL of your properly completed forms from this packet.**

Please complete and submit the following **required forms** to the KS WORK program, through PPL **immediately**:

- Employer Information Cover Sheet
- IRS Form SS-4 – Application for Employer Identification Number
- IRS Form 2678 – Employer Appointment of Agent
- Kansas DO-10 – Kansas Department of Revenue Power of Attorney
- Form K-CNS 032 – Kansas Employer Representative Authorization
- Kansas WORK Fiscal Reporting Agent Consent
- Independent Living Counselor Form

### Step 2: Optional Form

- KS WORK Designated Representative Authorization

### Step 3: Hire a Personal Assistant (PA)

When you have decided to hire a PA:

- Give your PA an Employee Packet to review and fill out.
- Verify the information your employee will submit on the USCIS Form I-9 in their packet and sign Section 2 as the employer.
- Ensure your PA submits a complete packet to the KS WORK program, through PPL.

**KS WORK program, through Public Partnerships must successfully process the forms before your employee can begin working and before the KS WORK program, through Public Partnerships can begin issuing paychecks to PAs.**

**Send form to the KS WORK program, through Public Partnerships via fax, email, or mail**

**All required forms must be completed and returned *immediately***

**Fax\***

1-855-344-5443

**Email\***

pplks-unitedhealthcare@pcgus.com

**Mail**

KS WORK UHC  
Public Partnerships LLC  
One Cabot Road, Ste. 102  
Medford, MA 02155

**\*FOR FASTEST PROCESSING, EMAIL OR FAX FORMS**