

IMPORTANT UPDATE:

NJ DIVISION OF DEVELOPMENTAL DISABILITIES (DDD) SELF DIRECTED EMPLOYEE (SDE) TRAINING PAYMENT

On July 15, 2021, PPL will begin processing one-time training reimbursement payments for NJ DDD self-directed employees (SDEs) who have completed all required trainings.

To receive this one-time training reimbursement payment, the SDE and employer (current or former) must complete and sign the new Training Certification Form included in this mailing, and submit it to PPL. A fillable version of the new Training Certification Form will be available on PPL's NJ DDD Program Documents webpage beginning July 15.

The completed and signed Training Certification Form may be submitted to PPL by email to NJDDD@PCGUS.COM or by fax to 1-844-561-5978.

For signed Training Certification Forms received and processed by August 9, one-time payments will be issued with the associated SDE timesheet payment on August 18. Thereafter, one-time training reimbursement payments will be issued to eligible SDEs according to the submission deadlines and payout dates on PPL's SDE Payment Schedule.

- Current SDEs have until December 15, 2021 (six months from July 15) to complete all required trainings and submit the signed Training Certification Form.
- New SDEs (with a service start date on or after July 15) will have the standard six months after first date of service to complete all required trainings and submit the signed Training Certification Form.

The Division of Developmental Disabilities calculates the one-time training reimbursement payment based on the average time needed to complete the College of Direct Support trainings and the average cost of a community-based CPR and First Aid training.

- For SDEs who certify their completion of the Required Training only, the current payment is \$252.49.
- For SDEs who certify their completion of the Required Training and the Service Plan Specific Training (medication trainings), the current payment is \$341.54.

For more information and to review Training Reimbursement Payment FAQ, please visit PPL's NJ DDD Program webpage at www.publicpartnerships.com or call the PPL Customer Service Team at 1-844-842-5891. You may also contact DDD's Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.

Required Training

- Four College of Direct Support Trainings
- CPR Certification
- First Aid Certification

Service Plan Specific Training

- Required only when medication administration is applicable to the services that will be provided by the SDE

CONTACT

PPL Customer Service

Monday – Friday:
8am – 6pm EST

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