

Section 3: Hiring Your Own Staff

Congratulations! You've identified your staff and you're both anxious to start. What are the next steps?

The first thing that both of you should do is to call your Support Broker. Your Support Broker will check to see if any changes need to be made to your budget before a timesheet is processed and PPL will make sure that all the necessary paperwork is in order and that the Criminal Background Check has been processed.

It is important that both you and your new worker call the PPL offices if there is a problem. There is nothing worse than having your first paycheck delayed due to problems with paperwork.



Samples of the forms your new staff will need to fill out are available in the Appendices of this handbook. They include employment eligibility verification, IRS W-4 and I-9 forms. If your provider is an employee, he or she will need to complete an “**Employee Packet.**” All individual contractors must complete an “**Independent Contractor Packet**”, and agency providers must complete the “**Agency Packet.**” A sample timesheet is also included in the Appendices.

Working with Employees

In many instances, providers will be paid as employees, in which an Employer of Record will need to be in place. Hiring your own staff and choosing to act as an Employer of Record requires responsibility and careful planning. To best understand your requirements and necessary paperwork to complete as an employer, please see Appendix D for a sample Employer of Record Packet. Hiring employees requires some specific tax paperwork such as the IRS W-4, the Department of Homeland Security I-9 and the Massachusetts M-4. Please see a sample of employee paperwork in **Appendix C2**.

Working with Independent Contractors

There are situations where it is appropriate to pay someone as an Independent Contractor rather than as a regular employee. By working with an Independent Contractor, no payments are made into Social Security and there is

Success!

You've Identified Your Staff

After your offer of employment has been accepted by a Service Provider:

Call your Support Broker to:

- Check Your Budget and Make Adjustments if Necessary
- Assist with Finishing Employment-Related Paperwork
- Ensure provider undergoes Criminal Background Check (if applicable) and completes the online credentialing application

no coverage for unemployment or workers' compensation. You also do not have to obtain an Employer Identification Number (EIN). Before agreeing to pay someone this way, it is a good idea to contact PPL to review the situation. The Required Packets and Forms Matrix in **Appendix E** outlines if the service should be performed by an independent contractor.

Working with Agencies

There are situations where it is appropriate to hire a provider who works directly for an agency, and the actual agency will be paid, not the individual worker. It is important to note, these kinds of providers are neither employees nor independent contractors. By working with agency provider, no payments are made into Social Security and there is no coverage for unemployment or workers' compensation through your budget, the agency is responsible for these costs. You also do not have to obtain an Employer Identification Number (EIN). Many services provided through the PDP can be provided by an agency. If you have identified an agency you might like to work with, please contact your service coordinator or support broker.

Requests to be paid “under the table”

No DDS funds can be used to pay people who are not intending to report their earnings as income. For example, if you choose to pay workers directly for services rendered, such as respite, with your own personal finances, PPL cannot reimburse you for these costs. All individual service providers must complete the forms as described in this Handbook and be paid directly by PPL.

Provider Agreements

Every employee, independent contractor and agency that you hire directly, or elect to receive services from, must complete the applicable provider packet. This agreement describes the responsibilities of both the participant (the responsible party) and the provider. The agreement defines the service dates, services provided and the negotiated pay rate. The purpose of these agreements is to help make sure everyone is clear about what needs to be done and also to make clear to the provider that services are delivered based on the mutually agreed upon and negotiated terms. These agreements are located in each provider packet and often referred to as **Forms A and B**.

Provider Credentialing

Every new provider must complete an online provider registration and credentialing process. New providers should open the website below in their web browser and complete the online registration and credentialing process. A user guide for this process can be found in **Appendix F**.

- ▶ <https://fms.publicpartnerships.com/PPLPortal/login.aspx/MAPDP>

- ▶ It is important to remember that once you complete the online process, your provider must print the application and send it in to PPL with any required documents (as applicable per service).

Getting Paid

Paychecks are paid to the individual worker and Agency, and are mailed to the address PPL has on file. Checks are produced every two weeks. All timesheets need to be delivered to PPL by fax or mail no later than noon on Monday prior to the check run. There are no exceptions to this rule.

Occasionally, a problem with a timesheet arises. Usually, it either has not come into the office on time or there is a problem with the hours. PPL strives to resolve all problems with timesheets to prevent delays in checks.

PPL will contact your Support Broker if there is a problem with a timesheet. Your Support Broker will contact you if there is a problem with paying your timesheet on time.



Section Review

Congratulations, you have hired your staff. The period between when the position is accepted and before the person starts work is an excellent time to finalize the job duties and expectations in the contract.

Where Do I Send Timesheets that Need to Be Paid?

Mail:

Public Partnerships LLC
MA Participant Directed Program
6 Admirals Way
Chelsea, MA 02150

Fax:

(877) 779 - 4188

***Only timesheets should be sent to
the timesheet fax.***