

July 22, 2019

**IMPORTANT: Change in the way timesheets are submitted**

Dear Common Law Employer,

**Effective 1/1/2020, Direct Care Workers (DCWs) will no longer be able to use paper timesheets or enter timesheets through PPL's BetterOnline™ web portal.** All Direct Care Workers will be required to use PPL's Time4Care™ mobile app to record their time. If you or your DCW are already using the Time4Care™ mobile app, please continue using it. The app will automatically update as new features are added. As a Common Law Employer, you will continue to have several options to approve your DCW's timesheets, including BetterOnline™ portal or Time4Care™ app.

The Pennsylvania Office of Long-Term Living (OLTL) must comply with a new federal law called the 21<sup>st</sup> Century Cures Act that requires Electronic Visit Verification or "EVV" for time entry. For self-directed services through PPL, OLTL has selected PPL's Time4Care™ mobile app for EVV. EVV is also a way to ensure that you receive the care you need.

The Time4Care™ app will allow your DCW to clock in and clock out to record their time and location when they are providing your care. The app logs the DCW's location only at the time of the clock in and out. It does not record their location at any other time. You may also use the Time4Care™ app to approve your DCW's time after each service is provided.

**All Direct Care Workers are asked to download and begin using the Time4Care™ mobile app by 9/1/2019.** The Time4Care™ app works on a GPS-enabled mobile device such as a smartphone or tablet. The app is free to download from the Apple or Android app store. Included with this letter are several documents to help you get started including "EVV Training for Employers and Workers," "EVV Overview," "Quick Guide to Time4Care™", and "EVV Frequently Asked Questions."

If you do not have a GPS-enabled mobile device, you may be eligible for a smartphone through the Lifeline program. PPL Customer Service is available to assist you with starting the process.

Please let us know if you have any questions. You may contact us toll-free at 1-877-908-1750.

Thank you,

Public Partnerships LLC