

**West Virginia Personal Options
Traumatic Brain Injury 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 being an employer and purchasing other goods and services. PPL will help you:

- Complete required paperwork;
- Develop and manage your self-directed budget;
- Recruit, hire, train, supervise, and dismiss employees;
- Select and purchase other goods and services.

PPL will perform payroll services on your behalf, including:

- Help you verify the qualifications of employees and other service providers;
- Process timesheets and invoices
- Issue payment to your employees and other service providers;
- Process and pay Federal and State 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*.
- Emergency Back-Up Plan – This plan is to ensure you have planned for short-term and long-term coverage in the event your employee is unable to show for work.
- Appointment of Representative – Use this form appoint a program representative to assist you. **Important** - Program representatives may **not** be a paid employee. Waiver members who require a guardian or legal representative must designate an alternate program representative if they wish to be a paid employee.

Program Information and Forms to keep and use as needed:

- Notice of Separation of Employment – 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.
- Freedom of Choice – Use this form only if you wish to transfer back to the traditional agency service model.

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 – If your employees are unable to submit an electronic timesheet your employee will use this form to report hours worked. You are responsible for reviewing and signing your employee’s timesheets. Additional copies can be downloaded from the PPL website (listed below).or you can call PPL Customer Service toll free at: 1-877-908-1755.
- Timesheet Instructions: Use these instructions to help you and your employee complete the PPL timesheet.
- Transportation Invoice – If you choose to reimburse your employee for transportation services and they are unable to submit an electronic invoice your employee will use this form to report miles driven. 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.
- Wage Notice and Change Request Form – If you chose to change your employee’s rate, you must fill out this form and submit to your resource consultant. Your resource consultant will help you revise your spending plan to show the employee’s wage change.

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, choose the Traumatic Brian Injury Waiver, and enter the following username and password:

Username : wvtbi

Password : pptbiwv88

Questions?

PPL encourages you to call Customer Service toll free at or email us at pplwvtbi@gpcqus.com if you have questions. TTY users please dial toll free at

We look forward to serving you.

Sincerely,

Public Partnerships, LLC
Fiscal/Employer Agent and Resource Consultant