

NJ DDD SELF DIRECTED EMPLOYEE (SDE) TRAINING REIMBURSEMENT FREQUENTLY ASKED QUESTIONS

1. When will training reimbursement payments be available?

PPL will begin issuing one-time training reimbursement payments with the August 18, 2021 timesheet payments, and thereafter according to PPL's [Payment Schedule](#).

2. How do I receive the training reimbursement payment?

To receive the one-time training reimbursement payment, the SDE and Employer of Record must complete and sign the new Training Certification Form and submit it to PPL. ***The new form will be available for submission beginning July 15, 2021.***

3. What if I already submitted the old certification form?

The one-time training reimbursement payment will be issued only after the new Training Certification Form has been completed, signed by both the employee and employer, and submitted to PPL.

4. What if I completed the required trainings in the past?

PPL will issue a one-time training reimbursement payment to SDEs who were enrolled with PPL at any time since the program began in July 2017 and completed the trainings during their enrollment. To receive payment, the new Training Certification Form must be completed, signed by both the employee and current or former employer, and submitted to PPL.

5. What if I work/worked as an SDE for more than one individual?

The training reimbursement payment is a one-time payment, regardless of how many individuals an SDE is working for now or has worked for in the past. The Training Certification Form only needs to be signed by one employer.

6. Can I be paid for completing some but not all of the required trainings?

There are no partial payments. For payment to be issued, all required trainings must be completed.

7. How will I receive my one-time training reimbursement payment?

For Training Certification Forms received by the timesheet submission deadline, the one-time training reimbursement payment will be included in the next associated timesheet payment, via paper check or automatic deposit, depending on how you are usually paid.

8. How long do I have to complete the trainings and submit the form?

As noted in Appendix E of the DDD [Supports Program Policy Manual](#) and [Community Care Program Policy Manual](#), SDEs have six months (180 days) from the first date of working/providing services for an

individual to complete all required trainings. The completed and signed Training Certification Form should be submitted to PPL as soon as possible after the trainings are completed.

9. What will happen if an SDE has not completed the required trainings?

- 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 to complete all required trainings and submit the signed Training Certification Form.

10. Is the training reimbursement payment deducted from the individual’s budget?

At this time the training reimbursement payments issued by PPL are funded by DDD and are not deducted from the individual’s budget.

11. Do I need to enter anything on my timesheet to receive the training reimbursement payment?

No. The only step needed to receive the one-time training reimbursement payment is submission of the signed Training Certification Form to PPL.

12. How much will I be reimbursed?

Training stipends are a one-time reimbursement 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 2021-22 the training bundles and related payments are below. An employee may only submit and be paid for one bundle.

TRAINING BUNDLE 1: \$252.49	TRAINING BUNDLE 2: \$341.54
<ul style="list-style-type: none"> • DDD Shifting Expectations: Changes in Perception, Life Experience, and Services • DDD Life-Threatening Emergencies (Danielle's Law) • Stephen Komninos’ Law • Preventing Abuse, Neglect, and Exploitation • Cardiopulmonary Resuscitation (CPR) Certification • First Aid Certification 	<ul style="list-style-type: none"> • DDD Shifting Expectations: Changes in Perception, Life Experience, and Services • DDD Life-Threatening Emergencies (Danielle's Law) • Stephen Komninos’ Law • Preventing Abuse, Neglect, and Exploitation • Cardiopulmonary Resuscitation (CPR) Certification • First Aid Certification • Introduction to Medication Support, Lesson 1-6