



Introduction to PPL Fiscal Intermediary Services Information for Agencies and Independent Contractors

Dear Provider:

Welcome aboard! You have received this packet because you have and may continue to provide services as an agency or as an independent contractor to participants enrolled in the Kansas WORK UnitedHealthcare Program, a managed care organization. UnitedHealthcare has selected Public Partnerships LLC (PPL) as its new Fiscal Employer/Agent. Payments previously made to you on behalf of KDHE by PPL will now be made on behalf of UnitedHealthcare. Services provided on or after January 1, 2019 may be invoiced to PPL.

Please sign and return the enclosed forms as soon as possible. Services will not be paid until the required completed forms are received. PPL will issue checks based on the invoices received and as they have been identified in the WORK participants' budgets. If you have any questions, please call us at 1-877-908-1747.

Paychecks will not be issued until PPL has received these forms

1. **IRS W-9 Form.** Request for Taxpayer Identification Number and Certification. This form is used to verify your name and Taxpayer Identification Number (TIN). This TIN is used to report to the IRS income that has been paid to you.
2. **Vendor Information Form.** This form will provide PPL with the accurate vendor information.

As the Fiscal Employer/Agent, PPL will:

- Maintain a database of approved providers, tax filing status, authorized services, and established service rates
- Establish direct deposit or electronic funds transfer (EFT) for provider convenience and prompt payment
- Pay agency providers and independent contractors within net-30, based on accurate submission of invoices, and subject to UnitedHealthcare's approval and authorized/available funds
- Provide supporting documentation for payments made
- Reissue lost or cancelled checks
- Accept refunds from providers in the event of overpayment
- Report medical and health care payments that meet the reporting threshold (currently \$600), as miscellaneous income on IRS Form 1099 for all payments with the exception of payments for drugs, goods, and reimbursements, and payments to non-profit entities

Who is responsible for submitting invoices?

It is your responsibility as the provider to submit invoices directly to PPL. Invoices are paid on a biweekly payroll schedule. All invoices are due within 30 days of the month of service. Any invoices that are submitted more than 30 days after the month of service may not be paid. All invoices submitted more than 60 days after the month of service cannot be paid.

What taxes will be withheld? Will I see them on my payment stub?

As a 1099 tax status agency or independent contractor you will not have any taxes withheld from your paycheck.

Are there other forms I need to review?

Yes. We have enclosed the following forms for your review:

- **Vendor/Provider Payment Change Form:** If direct deposit is desired or if current payment information needs updated, please complete this form and return it to PPL.
- **Blank Agency/Vendor Invoice:** Please submit the invoice by fax or mail.
- **Blank Independent Contractor Invoice:** Please submit the invoice by fax or mail.
- **Service Code List:** PPL has provided a list of payable WORK service codes. Please review this document for accurate submission of your invoice.
- **2019 Invoice and Reimbursement Payment Schedule**

Please visit our website at: www.publicpartnerships.com and go to the Kansas WORK Program – UnitedHealthcare page to access these additional forms. You may also call customer service to request additional copies.

PPL encourages you to call us at 1-877-908-1747 if you have any questions. PPL staff is available to help walk you through the forms over the phone.

We look forward to working with you.