

How to Determine Direct Care Worker's Maximum Wage

1. How is Maximum Wage Rate Calculated

- The maximum hourly wage rate for a worker is calculated as follows:



- The bill rate must be lower than or equal to the regional maximum rate established by the PA Department of Human Services, Office of Long-Term Living.
- State unemployment insurance experience rates (SUI) are unique to each employer based on unemployment compensation claim history on the CLE's SUI account.
- An increase in SUI rate for a CLE will increase the tax expense and ultimately reduce available money for wages.
- A Worker's Compensation Insurance policy is obtained for every CLE to cover injuries sustained by workers in the course of work. Any change in WC rates could drive the expense up or down and affect the available money for wages.
- The maximum hourly wage rate for a worker may be different for each Common Law Employer.
- In summary, the maximum hourly wage rate for a worker is subject to change if:
 - Unemployment compensation insurance rates change
 - Other employer tax rates change
 - Worker's compensation insurance rates change
- PPL will update employer state unemployment rates and other payroll related expenses in January. If your employer expenses increase, this may affect the max wage that you may offer to your worker.

2. Where to find Direct Care Worker's Maximum Wage

A. If you are a new participant/Common Law Employer (CLE):

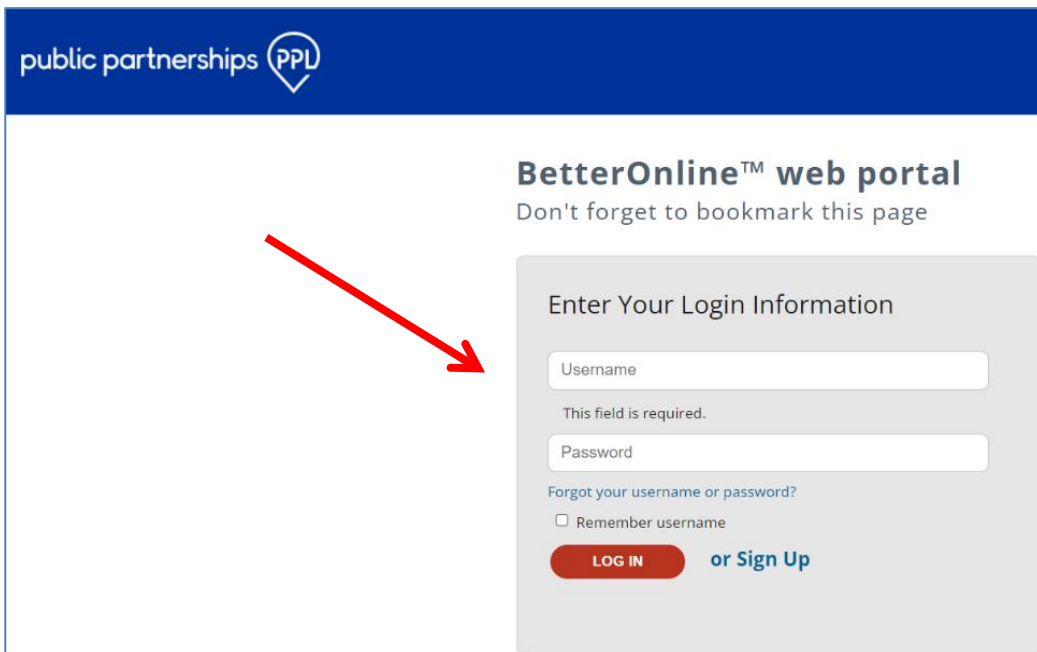
- A new participant/CLE may use the New Employer Maximum Direct Care Worker (DCW) Wage Rate Sheet provided in the Enrollment Packet for the county and region where the participant resides.
- The New Employer Maximum DCW Wage Rate Sheet is available at www.publicpartnerships.com


B. If you are an existing participant/CLE:

- An existing employer may obtain this information by contacting PPL Customer Service at 1-877-908-1750 to obtain the maximum wage rate that you may negotiate and pay your worker.
- Use the PPL Web Portal to find maximum wage rate that may be paid to a worker.

3. How to use PPL Web Portal to Find Your DCW's Maximum Wage

- Log into PPL web portal at:
<https://fms.publicpartnerships.com/PPLPortal/login.aspx>



public partnerships 

BetterOnline™ web portal
Don't forget to bookmark this page

Enter Your Login Information

Username

This field is required.

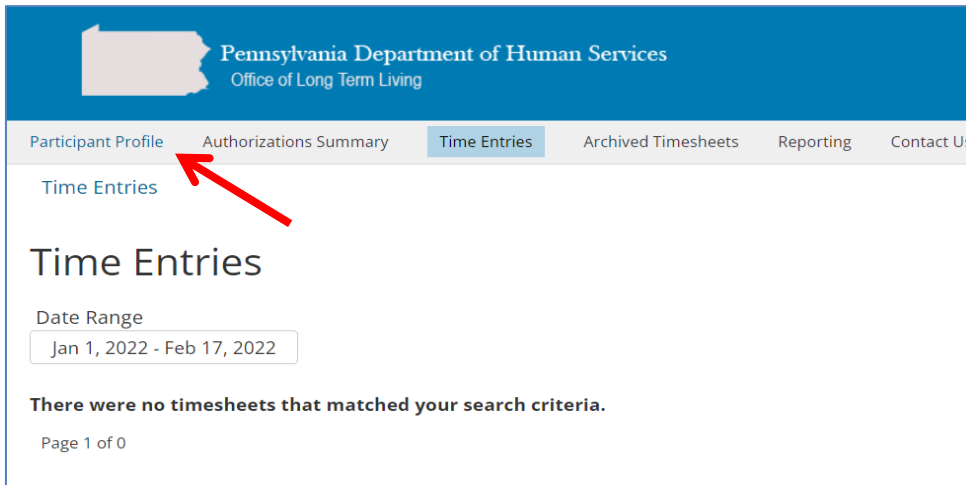
Password

[Forgot your username or password?](#)

Remember username

LOG IN or [Sign Up](#)

- Click on “Participant Profile”.



Pennsylvania Department of Human Services
Office of Long Term Living

Participant Profile | Authorizations Summary | **Time Entries** | Archived Timesheets | Reporting | Contact Us


Time Entries

Date Range
Jan 1, 2022 - Feb 17, 2022

There were no timesheets that matched your search criteria.

Page 1 of 0

- Under Participant Profile click on “Associated Direct Care Workers”.



Pennsylvania Department of Human Services
Office of Long Term Living

Participant Profile | Authorizations Summary | Time Entries | Archived Timesheets | Reporting | Contact Us

Participant Profile

ASSOCIATED DIRECT CARE WORKERS

Participant Demographic Information

- Click “Services” hyperlink in last column on right.

Associate Direct Care Workers to Participant (C038944 - Susie Participant)

Direct Care Worker Name	Phone Number	Direct Care Worker Type	Print Forms	Participant - Direct Care Worker Checklist*	Good to Go*	Services
Johnny DCW		IP	Print Forms	Checklist Complete: No	No	Services

- View DCW maximum rate in 4th column of “Services” window.

Participant Direct Care Worker Services

Services

	Service Name	Service Description	Service Code	Maximum Rate	Minimum Rate	Actual/Desired Rate	Billable Rate	Rates Count
<input checked="" type="checkbox"/>	Personal Assistance Services	Personal Assistance Services	W1792	11.78	As Negotiated	\$11.00	\$12.81	Rates [1]

4. How to Implement a DCW Wage Increase

- Complete a Qualified Worker Rate Change Form signed by CLE and DCW

- Rate Change Form with instructions is available for download at www.publicpartnerships.com
- Click State Programs then select Pennsylvania in drop down list
- Click on Pennsylvania Office of Long Term Living (OLTL) Program
- Click on Program Documents
- Rate Change Form is under Common Law Employer (CLE) section
- Form may be obtained from PPL customer service at 1-877-908-1750

- Submit to PPL for processing
- Email the form to padpw-oltl@pcgus.com
- Or mail the form to:

PUBLIC PARTNERSHIPS, LLC
 PA OLTL PROGRAM
 PO BOX 1108
 WILKES-BARRE, PA 18773-9905

- For questions, contact PPL Customer Service at 1-877-908-1750.
- PPL will implement all wages at the beginning of the next available pay period start date.
- DCW wage changes will be processed within two weeks from the date received and will always go into effect at the beginning of a pay period.
- Reminder – DCW wage rate may not exceed the maximum wage rate.

Participant Name	Employer Name	DCW Name

Qualified Worker Rate Change Form

Complete this form for each new DCW and service procedure code or when there is a change to an existing DCW rate or service procedure code. DCW wage changes will be processed after the date received and will always go into effect at the beginning of pay period. If there is no rate entered minimum wage will be entered until a rate is received. If wage entered is more than allowed, then the maximum rate will be entered.

If this form is being used to change an existing pay rate, the rate change will go into effect on the next payroll after The Office of Long-Term Living (OLTL), through its contractor Public Partnerships receives the form. Changes will not be applied to dates already paid.

DCW Name: _____ DCW Social Security No: _____

New Service Change of Existing Service New Rate Change of Existing Rate

Service (Procedure Code)	DCW Rate per Hour
Personal Assistance Services (W1792)	\$ _____
Respite (S5150)	\$ _____
Participant Directed Community Supports (W1900)	\$ _____

DCW Signature: _____ Date: _____
 Participant Name: _____
 Representative's Name (if applicable): _____
 Participant/Representative Signature: _____ Date: _____

Fax to: 1-855-858-8158 or Email to: padpw-oltl@pcgus.com Rev. 08/2018