

KS WORK AETNA Employer Checklist

Step 1: Required Forms

BEFORE you can perform services, the KS WORK program, through Public Partnerships LLC (PPL) needs your properly completed forms from this packet.

Please complete and submit the following **required forms** to the KS WORK program, through Public Partnerships LLC (PPL) **immediately**:

- Employer Information Cover Sheet
- IRS Form SS-4 – Application for Employer Identification Number
- IRS Form 2678 – Employer Appointment of Agent
- Kansas DO-10 – Kansas Department of Revenue Power of Attorney
- Form K-CNS 032 – Kansas Employer Representative Authorization
- Kansas WORK Fiscal Reporting Agent Consent
- Independent Living Counselor Form

Step 2: Optional Form

- KS WORK Designated Representative Authorization

Step 3: Hire a Personal Assistant (PA)

When you have decided to hire a PA:

- Give your PA an Employee Packet to review and fill out.
- Verify the information your employee will submit on the USCIS Form I-9 in their packet and sign Section 2 as the employer.
- Ensure your PA submits a complete packet to the KS WORK program, through Public Partnerships LLC (PPL).

KS WORK program, through Public Partnerships LLC (PPL) must successfully process the forms before your employee can begin working and before the KS WORK program, through Public Partnerships LLC (PPL) can begin issuing paychecks to PAs.

Send form to the KS WORK program, through Public Partnerships via fax, email, or mail

All required forms must be completed and returned to PPL *immediately*

Fax*

1-855-319-9305

Email*

pplksaetna@pcgus.com

Mail

KS WORK AETNA
Public Partnerships LLC
One Cabot Road, Ste. 102
Medford, MA 02155

***FOR FASTEST PROCESSING, EMAIL OR FAX FORMS**