

**West Virginia Personal Options
Aged and Disabled Waiver Program
Employee Packet**

Welcome! You have received this packet because a West Virginia Personal Options participant has chosen to hire you to provide homemaker services. The West Virginia Bureau for Medical Services has contracted with Public Partnerships, LLC (PPL) to provide financial management services on behalf of participants eligible for Medicaid Aged and Disabled Waiver service. If you need assistance, your employer (the participant) and PPL staff will be able to help walk you through the forms and answer any questions. Once you have completed the paperwork and your Employer has notified you of your start date you will complete and submit timesheets and/or transportation invoices to your employer for approval and to PPL for payment. PPL will make payments on behalf of your employer and will reflect required tax federal and state tax withholdings.

IMPORTANT: You must complete a separate employment packet for each participant/employer who chooses to hire you. **PPL cannot pay for any hours worked until a completed packet for each participant/employer has been received and all requirements have been completed.**

Forms to complete and submit to the PPL resource consultant:

*****Note the forms below in bold are required before you may begin to work.**

Employee Data Form – Please provide your personal information and emergency contact information.

USCIS Form I-9 - Department of Homeland Security - Employment Eligibility Verification: Your employer must verify your eligibility to work in the United States. *Please use the additional "Employee Form I-9 Instructions" provided to complete this form.*

IRS Form W-4 - Employee's Withholding Allowance Certificate: This form is used to calculate federal income tax withholding. If you do not submit this form, PPL will withhold taxes at the highest level.

WV Form IT-104 - West Virginia Employee's Withholding Exemption Certificate: This form is used to calculate state tax withholding. If you do not submit this form, PPL will withhold taxes at the highest level.

Medicaid Direct Service Worker Agreement: This is an agreement between the Department of Health and Human Resources - Bureau for Medical Services and you as a provider of Medicaid services. The agreement clarifies that you are an employee of the participant and not an employee of PPL or the state of West Virginia.

WVDHHR Protective Services Record Check Instructions: All employees are required to submit and pass a WVDHHR Protective Services Record Check. The process to submit paperwork for the Protective Services Record Check is outlined in the instructions. You must return this form with your signature and your employer's signature to the address listed on the form.

Employment Agreement: This is an agreement between you and the participant/employer.

Tax Exemption Form: The IRS exempts some employees from paying some federal and state taxes based on family relationship or age. This form must be completed and signed by you and the employer.

Pre-Employment Training Verification Form: This form verifies that you have completed required pre-employment training. **This form must be submitted to PPL with a copy of current CPR card prior to employment.**

Annual On-going Training Verification Form: This form is used annually to verify that you have completed the required on-going training requirements. If training is not kept current you will not be eligible for payment. Note: **PPL must be provided with a copy of current CPR card for on-going employment.**

Confidentiality Agreement: This agreement acknowledges your responsibility to respect your participant/employer's privacy and confidentiality of protected health information as defined by the Health Insurance Portability and Accountability Act (HIPAA).

EFT Application: Use this form to have your payments direct deposited to your account or pay card. This payment option is recommended to avoid delays in your payment. If you do not want direct deposit do not submit this application.

Special Notice Regarding Earned Income Exclusions

You may qualify for the Federal Earned Income Tax Credit and/or the West Virginia Earned Income Exclusion. If you believe that you qualify, please contact a state or local tax organization to see how you may incorporate the exclusions on your year-end tax filings.

Forms to keep and use as needed

Employee Form I-9 Instructions: The U.S. Citizenship and Immigration Services (US-CIS) Form I-9 must be completed correctly and these additional instructions may help. PPL will not be able to issue payments to you until this form has been correctly filled out.

Criminal Background Check Instructions: All employees are required to submit and pass a criminal background check for employment. The fingerprinting requirements for both state and federal checks are outlined in the instructions. You must provide PPL with proof of having submitted the required background check(s) before you will be eligible for employment.

Timesheet Instructions: Use these instructions to help you complete the PPL timesheet.

Payroll Schedule: This schedule identifies the pay periods and the due dates for timesheets.

PPL Timesheet: Complete this timesheet and submit to PPL according to the Payroll Schedule to document hours worked for payment. Additional copies of the timesheet are available on the PPL website (see below).

Monthly Personal Assistance/Homemaker Documentation: Use this form to report the daily activities you provide during your shift. This form is back-up documentation for the timesheet. Your employer will sign-off on this document and maintain it for audit and verification purposes.

Transportation Invoice: Complete this invoice and submit to PPL if you have been approved to provide transportation services. Before you provide transportation, your employer should verify that you have a current driver's license and proof of insurance. The transportation invoice must be faxed to the number listed on invoice; not the fax number listed on the timesheet.

After you start working for a participant, you will:

- Submit verified and signed timesheets and invoices to PPL every 2 weeks you work;
- Receive a paycheck for hours worked and reimbursement for transportation services (if applicable);
- Receive a W-2 Wage Statement from PPL every year, on behalf of your employer.

Who is responsible for submitting timesheets and invoices to PPL?

Your employer will determine whether they will submit timesheets and invoices directly to PPL or if they would like you to submit the timesheets and invoices to PPL. Timesheets and invoices must be verified and signed by both you and your employer. Be sure to maintain a record of all submitted timesheets and/or transportation invoices.

What taxes will be withheld?

PPL will withhold Social Security, Medicare (FICA), and state and federal income taxes. A summary of all tax withholdings will appear on your paycheck stub. PPL will mail you a W-2 form each February. You will need this W-2 form to file your individual tax return by April of each year. Your employer will receive regular reports from PPL about your total hours worked.

What additional fees will be withheld?

If you work for an employer who lives in the following cities; Charleston, Fairmont, Huntington, Parkersburg or Weirton, your employer is required to withhold a city service fee from your wages, unless you already have this fee withheld by another employer. Your PPL resource consultant will provide you with the required forms, and will answer any questions.

IMPORTANT: Mandatory Workplace Posters

It is your employer's responsibility to inform you of your rights. Mandatory workplace posters can be provided by your employer, found on the PPL website (below), or the PPL resource consultant can provide you with a copy.

For more information:

Visit the PPL website at www.publicpartnerships.com to get more information and paperwork. Select "West Virginia" from the dropdown menu and enter the following username and password:

<u>Username</u>	wvclient
<u>Password</u>	pcgww49

Questions?

PPL encourages you to call us toll free at 866-429-3465 or by email pplwvadv@pcgus.com if you have any questions. TTY users please dial toll free at 800-360-5899.

We look forward to serving you.

Sincerely,
Public Partnerships, LLC
Fiscal/Employer Agent and Resource Consultant