

PROGRAM RULES

General Rules

- Timesheets must be submitted in accordance with the bi-weekly Pay Schedule.
- Only accurately submitted timesheets will be paid on the scheduled pay date.
- All timesheets shall require the Providers to select/write the appropriate service code.
- Both the Provider and the Employer (member or representative) must review, sign and date each bi-weekly timesheet.
- Hours will be rounded to the nearest 15 minute increment.

Providers are paid bi-weekly after:

- The Provider has completed all enrollment requirements,
- The Provider's Employer has completed all enrollment requirements, and
- PPL has received the Member's service authorization.

Providers may not:

- Work overlapping hours.
- Submit the same hours for different Members at the same time.
- Work while a different Provider is also working for the same Member.
- Work more than 40 hours per week for the same Employer.
- Work while the Member is hospitalized.
- Be paid for dates work past 45 days from the dates of service.
- Be reimbursed differential wage rates for Holiday Pay or Weekend Pay.
- Provide Respite service to a Member if the Provider is the Member's the Member's usual caregiver who provides other waiver services to the same Member.
- Work more than 2 hours per visit for the same Member if providing Preventative Nursing services.
- Work more than 16 hours per day if providing Private Duty Nursing services.
- Submit Unskilled Respite Care/Not Hospice- 15 min (\$5150) if providing 12 or more hours of Respite. If 12 or more hours of Respite will be provided on 1 dates of service, then the Provider will submit service type Unskilled Respite Care/Not Hospice- PER DIEM (\$5151).

PPL will pay the Provider for dates of service according to:

- The Member's service authorization (dates and available funds),
- The Member's eligibility dates,
- The Provider's hire dates according to their enrollment forms,
- The Provider's service rates start dates, and
- The Provider's certification dates (if applicable per the service provided).

Pending Timesheets:

- If the timesheet is breaking any of the program rules it will pend until the issue is resolved.
- If PPL does not receive an authorization for a Member, we are unable to make payment on a timesheet; the timesheet will pend.
- If a Member does not have enough units in his or her authorization, PPL is unable to make payment on the timesheet; the timesheet will pend until the authorization is updated with additional units.
- If a Member's authorization is for a different service than the one provided on the timesheet, PPL is unable to make payment on the timesheet; the timesheet will pend until the authorization for the service submitted on the timesheet is sent to PPL.
- After the timesheet has been pending for 45 days or more, PPL will deny the timesheet for payment.