



Consumer Contact Information Change

Complete this form to notify VA Cardinal Care, through Public Partnerships LLC (PPL) of changes in the consumer's phone number or email address. You can also update the information directly using the PPL Web Portal.

IMPORTANT: If the consumer's address changes, the consumer or Employer of Record must report the change to the consumer's local office of the Department of Social Services (DSS). PPL cannot change this information for you.

Check boxes for the information you are changing.	
<input type="checkbox"/> Change in consumer phone number	<input type="checkbox"/> Change in consumer email address

Consumer Information below is required for verification:

Consumer First Name and Middle Initial:	Consumer Last Name:
Consumer ID:	Consumer Date of Birth:

Provide changes to information below:

<input type="checkbox"/> Consumer's New Phone Number:	<input type="checkbox"/> Consumer's New Email Address:
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Consumer or Employer of Record Signature

Date

Update your information with VA Cardinal Care, through Public Partnerships LLC (PPL) one of the following ways.

PPL Web Portal	Phone
<p>https://fms.publicpartnerships.com/pplportal/Login.aspx</p> <p>Enter your user name and password if you are an existing user.</p> <p>If you are new to the PPL Web Portal, click "Online User Registration."</p> <ul style="list-style-type: none"> ▪ Once logged into the PPL Web Portal, click "My Profile". ▪ Click "Edit Consumer" at the bottom of the screen. ▪ Click "Update" to save your changes. 	1-833-549-5672
Mailing Address	Fax
Public Partnerships LLC Attn: Virginia Consumer-Directed Services Program 4991 Lake Brook Drive, Suite 190 Glen Allen, VA 23060	1-866-709-3319

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