Fiscal Intermediary and Financial Cash & Counseling Services

Presented to New Jersey Family Support Planning Council

September 16, 2017

State of New Jersey DHS Department of Human Services

PCG Public Partnerships Supporting Choice. Managing Cost.™

MyChoice New Jersey Freedom. Choice. Self Direction.

Agenda

- Forum Purpose/Expectations
- Summary
- PPL Contract Rules
- Background
- Contracted Services
- PPL’s Role
- Launch Updates
- Value-Added Features
- Employer and Employee Tax Exemptions
- Overtime and Live-In Exemption
- Difficulty of Care Income Exclusion
- Coming Soon - Time4Care™
- Customer Service & Escalation Process
- Q&A Responses

Forum Purpose /Expectations

- DHS and PPL recognize that there have been challenges in enrollment and payment.
- Both agencies are participating in the Family Support Planning Council meeting to provide direct guidance collectively and individually to mitigate any obstacles participants are experiencing.
- Staff is on site to do casework as well as to answer pre-submitted questions.
- In order for the forum to be productive for everyone involved, we’re providing an informational presentation and simultaneously PPL has specialists on hand to meet with and provide one-on-one consultation with 65 pre-registered attendees.
- Our shared goal is to resolve any outstanding challenges participants may have in a mutually respectful and constructive way.

Summary

- Department of Human Services operates seven self-directed programs in three Divisions.
- Previously these programs contracted for their own Fiscal Intermediary services.
- When these contracts expired, the State's Department of Treasury initiated a competitive bid for a single FI to serve all programs.
- DHS/PPL acknowledge the challenges of the transition and are committed to improving support for participants.

Background

- Public Partnerships LLC (PPL)
- Subsidiary of Public Consulting Group (PCG)
- Founded in 1999 to support Robert Wood Johnson Foundation National Self-Determination Demonstration Grants
- Served New Jersey Division of Aging Services (formerly NJ DHSS) since 2006
- Awarded contract by Department of Treasury, Division of Purchase and Property through a competitive bid process

Contracted Services

DIVISION	PROGRAMS	SERVICES
Division of Disability Services	Personal Preference Program	✓ Fiscal Intermediary ✓ Financial Cash & Counseling Services
Division of Developmental Disabilities	Community Care Waiver Supports Program Interim Program	✓ Fiscal Intermediary
Division of Aging Services	Jersey Assistance for Community Caregiving Veteran-Directed HCBS	✓ Fiscal Intermediary

What is Public Partnership's role?

The PPL Contract is different from previous FI contracts. New federal rules and regulations changed certain requirements.

Service/function that assists the family or participant to:

a) Manage and direct the disbursement of funds contained in the participant-directed budget;

b) Facilitate the employment of staff by the family or participant, by performing as the participant's agent such employer responsibilities as processing payroll, withholding Federal, state, and local tax and making tax payments to appropriate tax authorities; and,

c) Performing fiscal accounting and making expenditure reports to the participant or family and state authorities.

What are the PPP Financial Cash & Counseling Services?

Service/function that assists the participant (or the participant's family or representative, as appropriate) in arranging for, directing and managing PPP services.

Assist in:

- Developing Cash Management Plans, identifying needs and preferences, defining desired outcomes, identifying natural supports, services and supports;
- Technical support developing, implementing and monitoring Cash Management Plan, tracking budget expenditures and plan revisions;
- Providing information and guidance in problem-solving, decision-making, and purchasing goods and services,
- Assisting participants in identifying risks and work with the Participants to develop a written Risk Plan
- Communicating and coordinating with PPL Financial Management Services;

DDS - PPP Launch Update

- ✓ Hired and trained over 200 staff, including over 120 staff located in New Jersey
- ✓ Enrolled 9,500 participants including conducting in-home visits, providing orientation and training, developing Cash Management Plans (CMPs), purchasing worker's compensation and employer liability insurance, and registering with IRS and New Jersey Department of Treasury – Division of Revenue
- ✓ Enrolled 10,300 Personal Care Assistants (PCAs) including conducting criminal background checks registering with New Jersey Department of Labor
- ✓ Designed and implemented BetterOnline™ web portal for program stakeholders to manage individual budgets and service authorizations, participant eligibility, provider qualifications, timesheet and invoices, payroll and accounts payable, and tax withholding and reporting
- ✓ Negotiated agreements with all five health plans, including provision of operating capital to minimize expense to DDS
- ✓ Developed electronic data interface with all five health plans or their clearinghouses and Molina Health Systems to verify Medicaid eligibility and submit Medicaid and non-Medicaid claims for reimbursement
- ✓ Provided biweekly payroll for dates of service beginning 6/12/17
- ✓ Follow-up call campaign to 100% of PPP participants/representatives
- ✓ Beginning to enroll over 2,000 new PPP participants
- ✓ Opened three regional offices in NJ

DDD Launch Update

- 4,300 individuals transitioned from Easter Seals on July 1.
- Weekly meetings with the DHS Commissioner, DDD, DDS and PPL staff to discuss and review ongoing issues and resolution actions.
- Weekly staffing meetings with our Customer Service staff and managers is top priority to improve messaging the ability to provide answers and resolutions on the first call.
- Chuck Naus, NJ DDD CIO, completed a 2 day visit to PPL offices in Boston for meeting with the finance and information technology teams.
- Key staff from DDD & DDS have daily contact with PPL to resolve case specific issues.
- PPL continues to add New Jersey based Enrollment Specialists to increase the total number to 6 full time employees.
- PPL will be more actively engaging your Support Coordinators in the coming weeks to ensure new self-directed employee hiring is timely.
- There are staff assigned to Qualified Provider Account Management and a designated email in-box.
- PPL recognizes the need to improve consistency in payments to both Self-Directed Employees and Qualified providers/vendors.

What are some of the value-added features PPL brings to NJ DHS?

- ✓ Implementing tax exemptions available to household employers and employees based on age, student status, or family relationship
- ✓ Offering the Difficulty of Care income exclusion to employees who provide services for participants residing in the provider's home
- ✓ Implementing live-in exemption from overtime provisions of Fair Labor Standards Act (FLSA), allowing household employers to pay for over 40 hours per week at regular rates, resulting in savings to DDS and increased access to services for household employers
- ✓ Preventing payment of overtime at overtime rates for employees who do not qualify for the live-in exemption
- ✓ Verifying employees are not on the Office of Inspector General (OIG) Excluded Parties List System (EPLS) or List of Excluded Individuals and Entities (LEIE)
- ✓ Submitting claims with proper service and procedure codes, ensuring integrity of health plan reporting of Medical Loss Ratios (MLRs)
- ✓ Enforcing IRS reporting of miscellaneous income for PPP participants receiving cash disbursements of over $600 per year that don't require receipts

Employer and Employee Taxes & Exemptions

Employer and Employee Taxes

1. Federal Insurance Contributions Act (FICA) - Social Security and Medicare Tax
2. Federal Unemployment Tax Act (FUTA)
3. State Unemployment Insurance (SUI)
4. NJ Disability Insurance
5. Newark Payroll Tax

Employees providing domestic service may be exempt from paying certain federal and state taxes based on the employee's age, student status or family relationship to the employer. In some cases, the employer may also be exempt from paying certain taxes based on the employee's status.

You do not need to apply:

PPL applies these tax exemptions based on questions in the Enrollment Packet

For More Information:

IRS Publication: #926 – Household Employer's Tax Guide, and IRS website article: "Foreign Student Liability for Social Security and Medicare Taxes"

Household Employer and Employee Tax Exemptions in New Jersey

Employment Relationship	Federal Insurance Contributions Act (Social Security and Medicare Taxes)	Federal Unemployment Tax Act	State Unemployment Insurance
	FICA	**FUTA**	**SUI**
Child Employed by Parent	Exempt until 21st birthday	Exempt until 21st birthday	Exempt until 18th birthday
Spouse Employed by Spouse	Exempt	Exempt	NA
Parent Employed by Child	Exempt only if not also caring for dependent child of the employer (employee's grandchild)	Exempt	Exempt
Employee Under 18 or Turning Age 18 in Calendar Year	Exempt through year of 18th birthday if enrolled as full-time student	NA	NA
Foreign Student on VISA in US for Purpose of Providing Domestic Service	Exempt	Exempt	NA

Live-In Exemption from Overtime Pay

The United States Department of Labor (US DOL) requires household employers to pay employees overtime premium pay (time and a half) for hours worked over 40 hours per workweek, unless the employee qualifies for an exemption from the overtime provisions of the Fair Labor Standards Act (FLSA). US DOL narrowed the companionship exemption in 2015-16. NJ DHS services don't meet the definition of companionship, but employees may qualify for the live-in exemption.

Who qualifies for the live-in exemption?

Residency Test

An employee is exempt from overtime premium pay if the employee *"…resides on the employer's premises either permanently or for extended periods of time"*.

- *"Employer's premises"* means the household where employed.
- *"Permanently"*, or *"…extended periods of time"* means the employee lives, works, and sleeps in the household where employed for at least five (5) days a week (120 hours) or more.

How to Apply for the Live-In Exemption:

Complete the Live-In Exemption Form available on the PPL website for each program.

Difficulty of Care IRS Notice 2014-7

Effective January 3, 2014, payments to an individual care provider for services to a <u>Medicaid waiver eligible individual living in the provider's home</u> are excluded from federal income

Specifically, IRS Notice 2014-7 provides that *"…payments under a Medicaid waiver program to an individual care provider for nonmedical support services provided under a plan of care to an eligible individual (whether related or unrelated) living in the individual care provider's home"* are considered *"…difficulty of care payments excludable under § 131 of the Internal Revenue Code."*

Difficulty of Care

Definition and Purpose

- Difficulty of Care (DOC) payments are defined in the Internal Revenue Code as *"compensation to a foster care provider for the additional care required because the qualified foster individual has a physical, mental, or emotional handicap"*
- In the past, only foster care providers could receive DOC payments
- Purpose is to standardize federal tax treatment of Medicaid HCBS providers who perform similar duties with the same goal—to promote community integration and prevent institutionalization

Difficulty of Care Eligibility-Residency Test

Provider's Home

- *"Place where the provider resides and regularly performs the routines of the provider's private life, such as shared meals and holidays with family."*

- Provider and participant must live together and cannot have a separate home where they reside, even if only part-time

Do not use the US DOL residency test for "live-in exemption to determine provider eligibility for DOC

- o Standards are very different
- o IRS standards are narrower

Difficulty of Care Review Eligibility (Continued)

- Provider's family relationship to individual is not a determining factor as to whether payments qualify as DOC payments
- Multiple providers living in the same house with the individual may each be eligible (e.g., parents providing care for a child)
- Eligibility hinges on whether the individual and provider(s) live together, regardless of who owns or rents the property
- Eligibility hinges on where the individual lives, not where the services are provided; Not all services must be provided in the home
- Time spent transporting, shopping, attending doctor appointments, and attending community events is allowable

What Proof is Required for an Employer to Exclude DOC Payments?

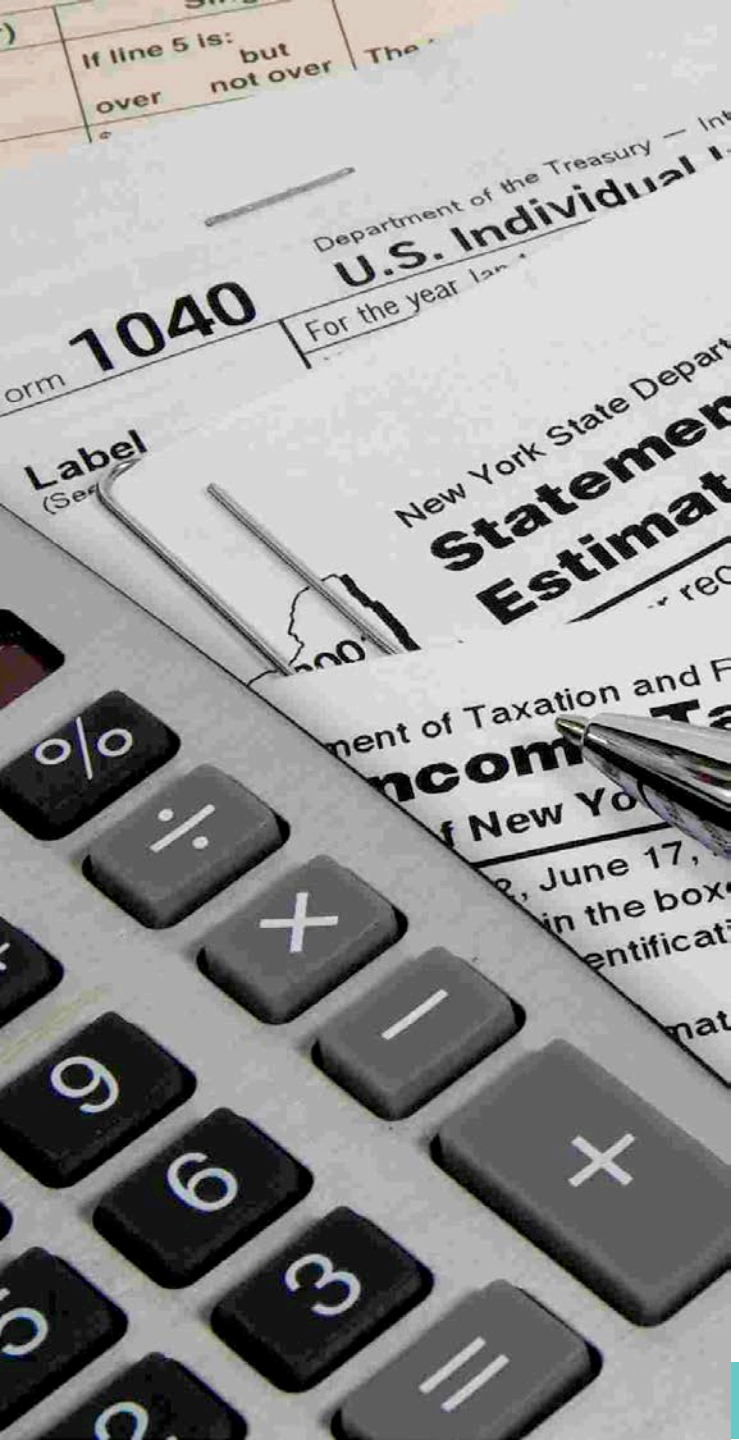
If the employer or fiscal intermediary does not have independent knowledge that the payments are excludable from gross income under Notice 2014-7, employer may rely on a written statement by the payee, signed under penalties of perjury, unless employer knows that the statement is not true.

For example:

- Under penalties of perjury, I declare that I am an individual care provider receiving payments under a state Medicaid Home and Community-Based Services waiver program for care I provide to _____ who lives in my home under the care recipient's plan of care.

Signed: _____ Date: _____

NOTE: Public Partnerships includes this language in the Employee Attestation form so providers do not need to complete a separate form to invoke the DOC income exclusion



Treatment of Wages

- DOC payments are excluded from federal income
- DOC is <u>not</u> a tax exemption
- Not optional - Providers may <u>not</u> choose to classify DOC payments as federal income
- Provider may <u>not</u> consider DOC payments as income for purposes of determining provider's Medicaid/ACA tax credit eligibility
- Excluding DOC payments from federal income may impact the provider's eligibility for other tax incentives such as the earned income tax credit

Treatment of Wages

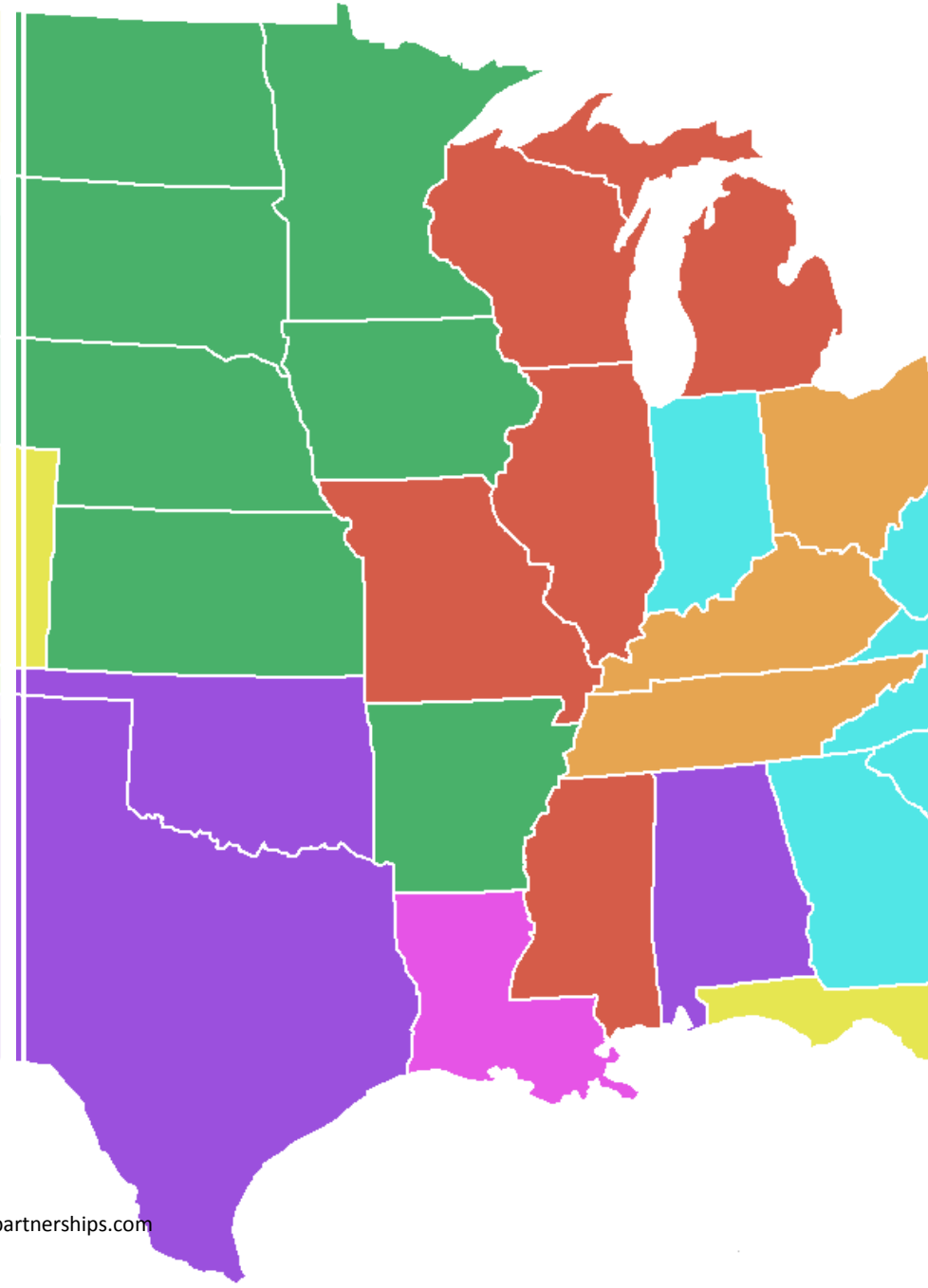
- Public Partnerships, on behalf of the employer, will <u>not</u> withhold and remit Federal Income Tax from DOC payments.

- Public Partnerships on behalf of the employer, will <u>not</u> report DOC payments as federal taxable income.

- Public Partnerships, on behalf of the employer, will continue to withhold and remit FICA (Social Security and Medicare) and FUTA (Federal unemployment tax), unless provider is exempt due to family relationship or other reason.

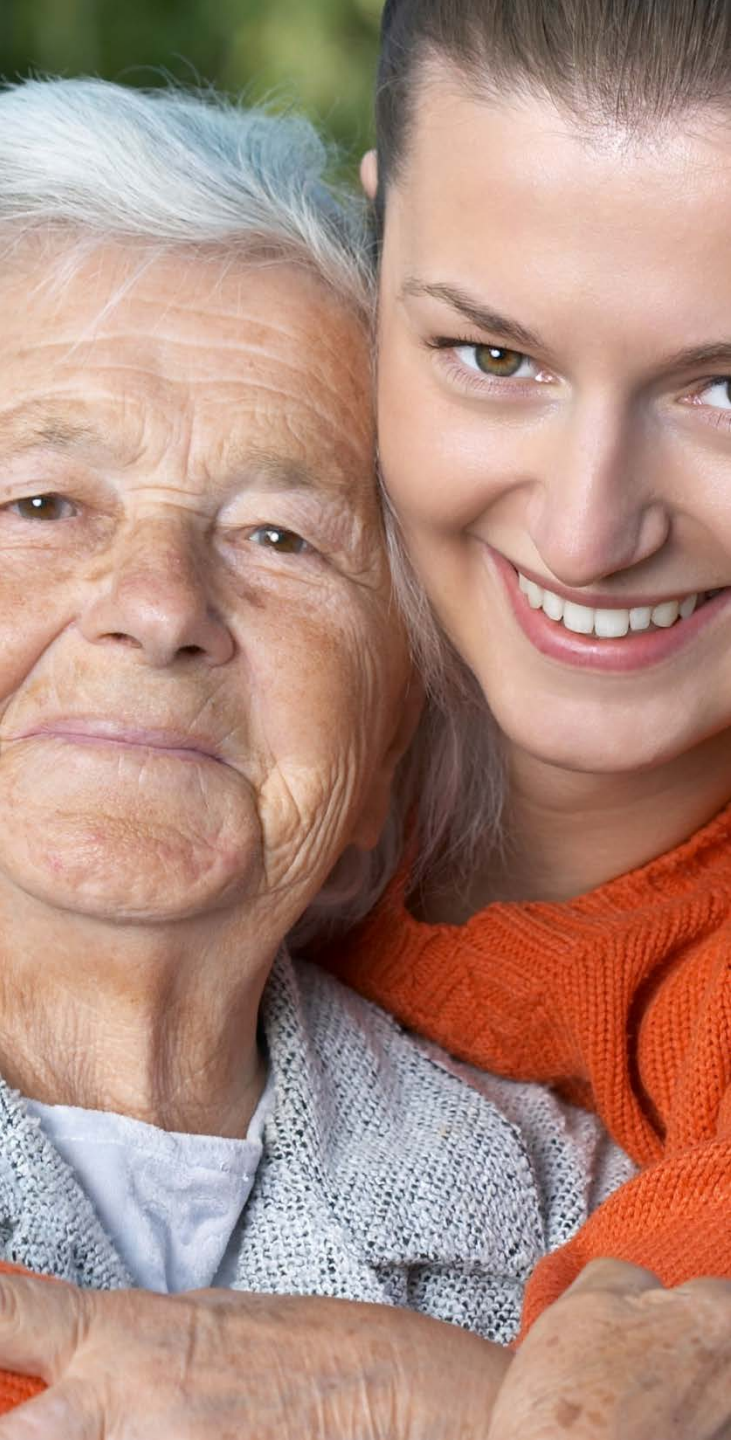
What About State Taxes?

- To the best of our knowledge, no state has enacted similar changes in laws or regulations for State Income Tax purposes
- Public Partnerships, on behalf of employer, will continue to report DOC payments as state income
- Public Partnerships, on behalf of the employer, will continue to withhold and remit State Income Tax
- However, if Federal Adjusted Gross Income (AGI) from DOC payments is zero, in most (if not all) states, the provider's State Income Tax liability will also be zero



What About Non-Wage Payments?

- The DOC federal income tax exclusion applies only to payments for care provided to the care recipient
- Payments such as Paid Time Off (PTO) or Training are not considered payment for care to the individual
- Payments such as mileage reimbursement, if supported by receipts or other documentation of expenses incurred, are already excluded from consideration as income
- Payments for Respite (relief of the primary caregiver), would most likely not qualify as DOC payments because the participant most likely does not live with the respite provider



Are Providers Eligible for Income Tax Refunds for Prior Years?

- Providers may apply for federal income tax refund(s) for prior periods
- Providers may apply for state income tax refund(s) for prior periods, and for future periods
- Providers do not need to request, and employers do not need to issue a corrected IRS Form W-2 to request refunds
- One New Jersey provider recently received an $8,000 refund for prior periods

Will Public Partnerships Provide Proof That the Provider Qualifies for the Difficulty of Care Income Exclusion?

Yes!

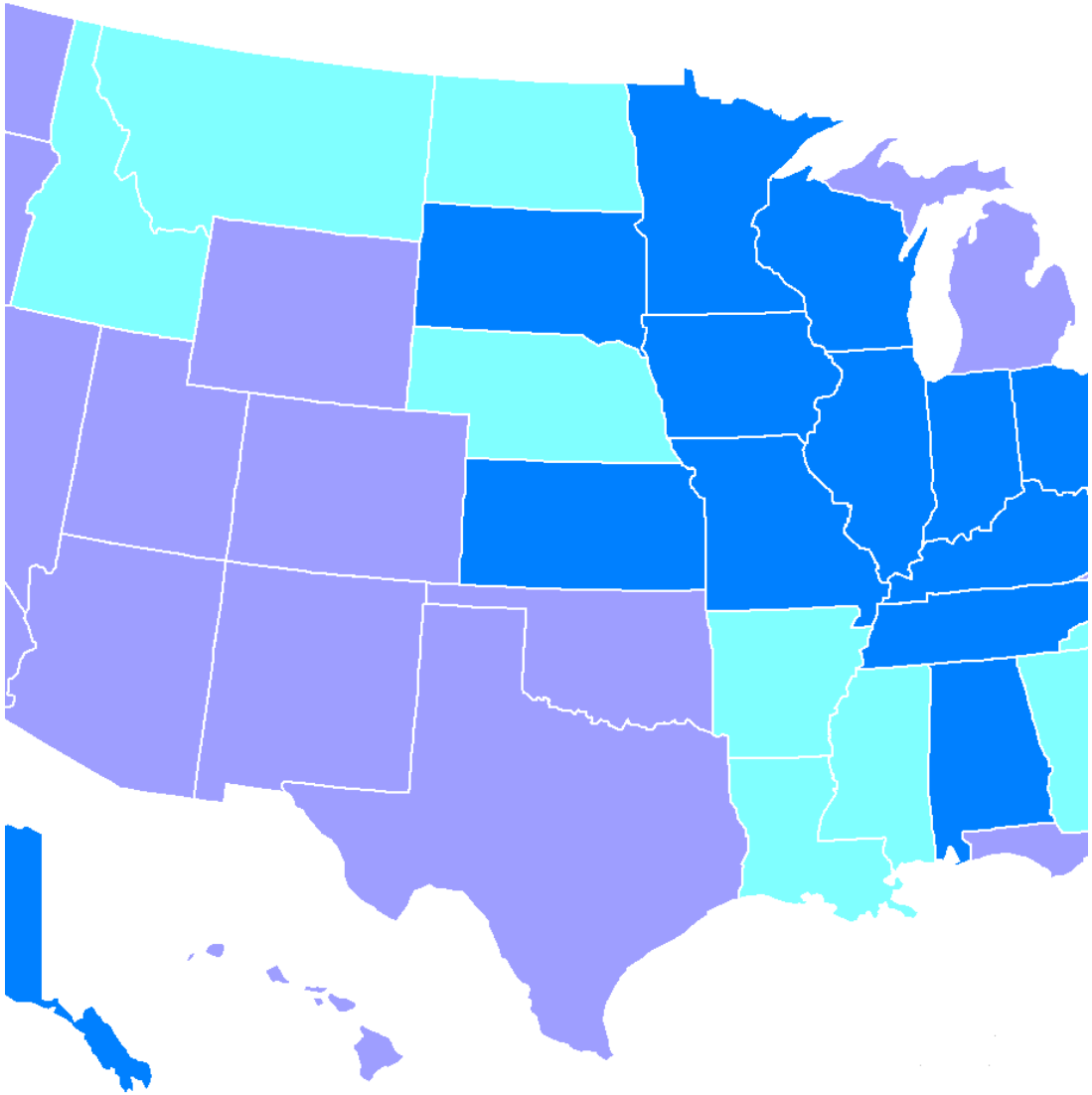
1. The provider may call Customer Service to request a Program Acknowledgement Letter verifying that the provider is employed in a qualified program.
2. Customer Service will issue a support ticket (Category: Worker; Subcategory: Ad hoc request; Assigned to: FOC Compliance).
3. FOC Compliance will confirm that the provider has attested that they qualify for DOC.
4. FOC Compliance will furnish the letter.

Is Difficulty of Care Applicable in Other Programs?

- Possibly.
- IRS Notice 2014-7 is targeted at “Medicaid waiver” programs
- Other programs may be eligible if substantially similar in purpose and scope

<u>Contact:</u>

Victoria Driscoll, IRS Office of Chief Counsel (202) 317-4718



Disclaimer and Sources of More Information

Public Partnerships can assist states and others to comply with IRS Notice 2014-7. The information provided herein is only a summary. Public Partnerships cannot provide legal advice.

For more information:

https://www.irs.gov/pub/irs-drop/n-14-07.pdf

https://www.irs.gov/individuals/certain-medicaid-waiver-payments-may-be-excludable-from-income

Electronic Visit Verification (EVV) System

Point-of-service time capture, validation, and beyond

Right Time. Right Place. Right Service

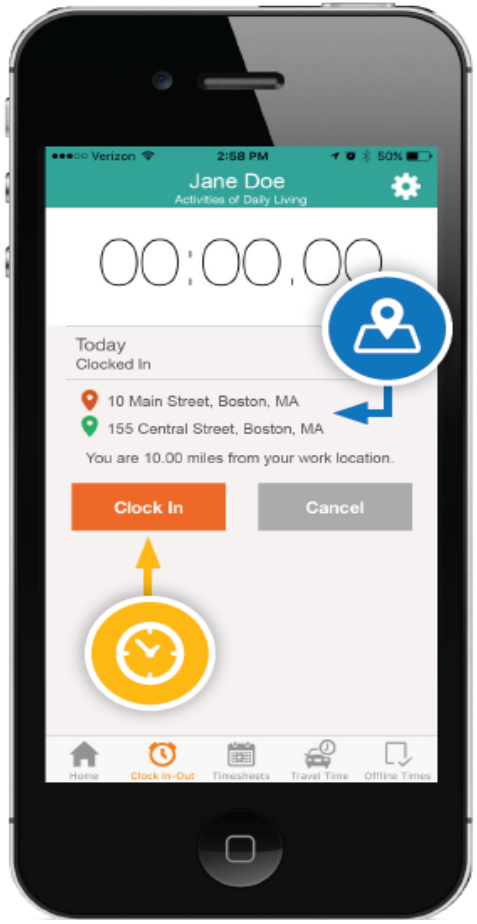
Time4Care™ is Public Consulting Group's (PCG) state-of-the-art, FLSA-compliant EVV system that captures real-time, location-tracked clock-in/clock-out time entries of in-home care providers through an easy-to-use mobile application.

Keeping a pulse on providers is essential to the health of any state's Home and Community Based Services (HCBS) program. Time4Care helps maintain the integrity of your HCBS program by ensuring providers are on time, authorized services are delivered at the expected location, members are satisfied, and claims are paid appropriately - visit after visit.

Time4Care builds upon PCG's 30-year history working in HCBS programs. Our EVV system was designed specifically with the needs of this population – and those who serve them – in mind.

Configurable, Flexible Design

Our EVV system was designed with several functional modules to support any size consumer- or agency-directed program. Implement Time4Care as a stand-alone time capture and visit verification system, integrate it with a payroll and claims processing platform, or incorporate it into a full care management continuum.



Mobile Access

Providers and Participants can download the Time4Care app on iOS, Android, or Windows smartphones and tablets.

Clock-In/Clock-Out Time Capture

Providers submit hours and minutes worked in real-time using the Time4Care app. Time submissions are validated against approved service authorizations.

Onsite Approvals

Our EVV system gives participants or authorized representatives the ability to approve or deny their provider's hours and verify service delivery immediately after the provider's visit.

Geo-Location

Time4Care captures the location when a provider clocks-in and clocks-out to verify the provider is at the expected location.

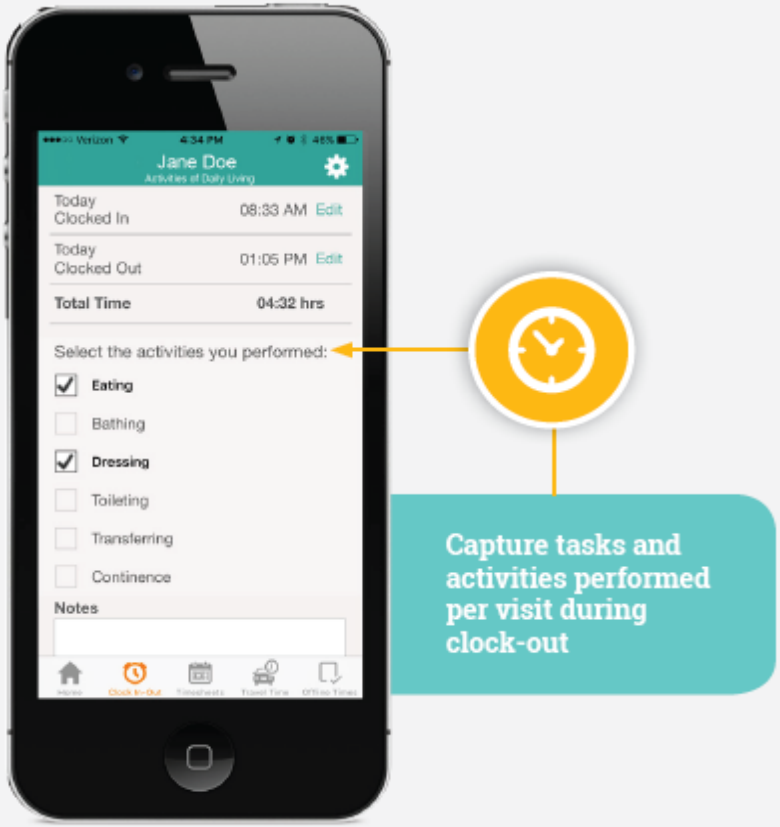
Real-Time Alerts

Real-time notifications offer total transparency into in-home care, providing early warning of suspicious behavior.

Off-Line Mode

Providers can clock-in and clock-out even with a loss of internet connection.

PCG's EVV solution is applicable to any size program, captures clock-in and clock-out time submissions through a flexible mobile application, and has the capability to record a provider's current location and cross-reference it with the expected provider location at that time. Additionally, the system tracks time against service limits, allows providers to capture tasks and activities performed per service during clock-out, processes provider timesheets, and notates the status of a timesheet, indicating whether or not the time is approved for proper billing.



Additional Features

- Role-based user access
- Service details, including activities performed and service notes
- Incorporation of provider schedules
- Sophisticated reporting

Let's Talk

Contact Public Consulting Group for more information and a demo of Time4Care™.

Email: evv@pcgus.com

Join the conversation. Follow us on Facebook and Twitter.

PPL Customer Service for Division of Disability Services (DDS) Personal Preference Program (PPP)

- Participants may call their Financial Consultant directly.
- All stakeholders may call Customer Service:
  1-844-880-8702 (English)
  1-844-880-8703 (Spanish)
- All stakeholders may email Customer Service: CS-NJPPP@pcgus.com
- After allowing at least one business day, all stakeholders may escalate unresolved issues to: NJPPP-ADMIN@pcgus.com

Customer Service for Division of Developmental Disabilities Community Care Waiver (CCW), Supports, Interim

- All stakeholders may call Customer Service:
  1-844-842-5891 (English)
  1-844-842-5892 (Spanish)
- All stakeholders may email Customer Service: NJDDD-CS@pcgus.com
- Qualified providers of goods and services (not self-hires) may email: NJDDD-QP@pcgus.com
- Support Coordinators may e-mail: NJDDD-SC@pcgus.com
- After allowing at least one business day, all stakeholders may escalate unresolved issues to: NJDDD-ADMIN@pcgus.com
- DDD Contact - Diane Flynn; DDD.FeeForService@dhs.state.nj.us

Responses
to
FSPC Questions

Questions by Category

1. General Questions for Both Programs
2. Division of Developmental Disabilities (DDD)
3. Division of Disability Services (DDS) Personal Preference Program (PPP)
4. Dual Enrollment

Contract rules

There were multiple questions submitted pertaining to policy decisions during the transition that are unchangeable because they are part of the FI contract:

DDD

- There will be no direct provision of Health Insurance or Employer Liability insurance.
- Trainings for Self-Directed Employees is mandatory.
- Overtime is not supported by the service planning process.

DDS

- In PPP, monthly budgets are based on needs assessment conducted by MCOs.
- Service hours are determined according to budget and payment rates.
- Monthly budgets cannot be borrowed against or banked.
- Budget is the same whether the month is short (28 days) or long (31 days).

General Questions – Program Updates

If we're to be the employer of record, paying our staff is top priority. Problems & solutions that affect a large number of families need to be communicated ASAP.

- ❑ PPL regularly posts updates and pop-up messages on our website and in our BetterOnline™ web portal as issues arise.
- ❑ PPL has the ability to send “robo” calls with important updates, but in our experience many customers ignore these calls.
- ❑ PPL has the ability to send email blasts to participants/representatives and employees if we have current email addresses
- ❑ PPL has committed to conducting webinars for stakeholders.
- ❑ For PPP, the first line of information is the PPL consultant.
  - ❖ PPP consultants have begun a campaign to make contact and follow up on any open issues with 100% of the program population.

General Questions – Employee Wage vs. Billable Rates

Can you explain the difference between the billable hourly wage rate and the employee hourly wage rate? If the difference is employer taxes, where is the breakdown of those taxes? It is not listed anywhere as an additional deduction from the participant's budget.

- Billable Rate = Employee Wage + Employer Taxes
  - Billable Rate is the amount that is deducted from the individual's budget and billed to Medicaid
  - Employee Wage is the hourly wage that has been agreed upon between the employer and employee
  - Employer Taxes include State and Federal Unemployment Tax, FICA (Medicare and Social Security), Disability Insurance Tax, and a 1% payroll tax for Newark residents
  - Employer taxes vary based on tax exemptions available to each employer-employee pair. In other words, two employees could be paid the same wage rate, but the impact to the monthly budget (billable rate) could differ based on employer taxes.
  - PPL will provide a planning tool so participants can see the relationship between the employee wage and the billable rate.

General Questions – Workers' Compensation and Employer Liability Insurance

What is the final resolution to the question raised many months ago asking if employer liability insurance could be an allowed cost to the consumer's Plan of Care?

- New Jersey state law requires all employers to provide Workers Compensation and Employer Liability Insurance.
- PPL purchases policies on behalf of the employer through the New Jersey Compensation Rating & Inspection Bureau (NJ CRIB).
- Annual premiums vary based on whether employees are classified as occasional domestic servants ($82) or full-time employees ($142).
- The employer liability insurance limits in the policies are $500,000 per injury/disease/employee.
- Higher limits are available at the discretion of the insurer.

Can I use my homeowners insurance for workman comp for my Self-Directed Employee?

- No. New Jersey state law requires all employers to provide Workers Compensation and Employer Liability Insurance.

General Questions – Employer Liability

In regards to liability insurance, would you be able to clarify if, as the employer of record, consumers/families will be held responsible for the actions of their employees?

- The answer to this question would depend on the nature of the complaint and findings of fact in each individual circumstance.

General Questions – Employee Deductions and Overtime

Why if deductions are being held on our check they are not explained on our stub? We just received a lesser amount on our check without explanation. Why are we not getting notices when changes are being made for deductions?

- Payroll deductions are based on each employee's tax exemption status.
- An employee's tax exemption status is based on response to the questions in the Enrollment Packet.
- Payroll deductions are listed on the check stub (remittance advice)
- During the first few pay periods there was an error in some deductions for some employees.

Is it possible for non-parent/non-guardians to get paid more than 40 hours weekly if they provide both PPP services and DDD services?

- Contract rules currently prohibit participant/employers from scheduling or allowing employees to work over 40 hours per week.
- The only exception currently available is if the employee qualifies for the live-in exemption from the overtime provisions of the Fair Labor Standards Act (FLSA).

General Questions – Taxation

If the Division of Taxation determines that taxes were improperly withheld and/or paid, who is responsible to make payment(s) assessed by the Division of Taxation? Who pays the penalties and/or interest assessed?

- The PPL Tax department will receive all inquiries and determine if the tax issue relates to our contract responsibility period. PPL will research remedy any issues within our contractual responsibility.
- Any taxes due will be paid by the responsible entity (employer tax obligations are paid from the individual budget; employee tax obligations are paid by employees).
- PPL is responsible for paying any penalties and interest for improper or late tax filings.

Has the issue of the extra tax for an SDE who work for families in Newark been solved?

- Yes. Employers with gross payroll of over $2,500 who reside in the City of Newark are subject to the Newark Payroll Tax, which is currently 1% of payroll.

Payment Processing - Timesheets

Will the forms and method for submitting timesheets be changed and if so, when? If there are new forms and methods, will the PPP and DDD forms/methods be the same or will there be differences? If differences, what will the differences be?

- The basic format of the timesheet differs for DDD and DDS programs and is not expected to change.
- SDEs can mail or fax paper timesheets, or submit electronic timesheets through PPL's BetterOnline™ web portal.
- Timesheets submitted electronically reduce errors and delays, and provide the SDE with real-time feedback as to payment status.
- Timesheet instructions are available on the PPL website for each program.

Payment Processing – DDD Timesheets

Key Fields: Procedure Code, Plan ID, Outcome No. and Service No.
Individual and Employee ID are internal numbers provided by Public Partnerships.

PUBLIC PARTNERSHIPS, LLC Employee Timesheet (New Jersey DDD Self-Directed Option Program)

FAX to **1-844-231-4793**

Individual: (Last Name, First Name)

Individual ID (DDD ID): P O N J D

Employee: (Last Name, First Name)

Employee ID:

Plan ID:

Outcome No.:

Service No.:

Procedure/Waiver Code (Fill 1)

- H2021HI52
- S5110HI
- T2015S
- T1005HIU8
- H2016HIU8
- T100522
- H2016ISE
- T2041HIU7
- T1013HI52

23673

Week 1 Begin: Monday (mm/dd/yyyy) / / 20

Week 2 End: Sunday (mm/dd/yyyy) / / 20

	Time In HH	MM	AM/PM	Time Out HH	MM	AM/PM	Sub-Total Hours HH	MM
Mon			AM PM			AM PM		
			AM PM			AM PM		
Tue			AM PM			AM PM		
			AM PM			AM PM		
Wed			AM PM			AM PM		
			AM PM			AM PM		
Thu			AM PM			AM PM		
			AM PM			AM PM		
Fri			AM PM			AM PM		
			AM PM			AM PM		
Sat			AM PM			AM PM		
			AM PM			AM PM		
Sun			AM PM			AM PM		
			AM PM			AM PM		

	Time In HH	MM	AM/PM	Time Out HH	MM	AM/PM	Sub-Total Hours HH	MM
Mon			AM PM			AM PM		
			AM PM			AM PM		
Tue			AM PM			AM PM		
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			AM PM			AM PM		
Sat			AM PM			AM PM		
			AM PM			AM PM		
Sun			AM PM			AM PM		
			AM PM			AM PM		

23673

By signing below, I certify that I have provided the services to the individual during the times described on this timesheet.

Date (mm/dd/yyyy): / / 20 **Employee Signature:**

By signing below, I certify that the individual has received the hours of service as reported above.

Date (mm/dd/yyyy): / / 20 **Authorized Representative/Employer Signature:**

Payment Processing – PPP Timesheets

- Paper timesheets are read by a machine, just like when taking a standardized test, so filling it out clearly is important. All fields must be completed.
- Participant Name and Participant ID CONJP
- Employee Name and Employee ID PONJP
- Service Type
  - PCA or PCA Group
- Primary Activity:
  Enter the two-digit code of the primary activity that you provided during the shift using the key
- Week 1 Begin Date, which is the first date in the pay period
  - Enter this date, even if you do not work on this date
- Week 2 End Date, which is the last day in the pay period
  - Enter this date, even if you do not work on this date

Payment Processing – DDD Mileage Log

PCG | Public Partnerships
Supporting Choice. Managing Cost.™

NJ DDD SELF-DIRECTED OPTION – SELF-DIRECTED EMPLOYEE (SDE) TRANSPORATION: MILEAGE LOG

Individual Name:		**Individual DDD ID:**	
Employee Name:		**Employee PPL ID:**	P O N J D _ _ _ _ _ _

Instructions

1. Public Partnerships will only pay for transportation services authorized in the Individual's service plan.
2. Enter the Service Date, Plan ID, Outcome Number, and Service Number.
3. Enter the Procedure/Waiver Code that corresponds to the transportation service found on the Individual's service plan.
4. Enter the Pick-up and Drop-off locations, e.g., Home, Walmart, etc.
5. Enter the total miles for the trip, e.g., 5 miles
6. Enter the Rate per Mile, e.g., $0.31. This should be the rate in the service plan.
7. The Employer/Auth. Rep. and Employee must sign and date this form.
8. Please e-mail (njddd@pcgus.com) or fax (844-561-5978) to Public Partnerships.

Service Date (mm/dd/yy)	Plan ID	Outcome Number	Service Number	Procedure/Waiver Code	Pick-up Location	Drop-off Location	Total Miles	Rate per Mile
__ __/__ __/__ __								
__ __/__ __/__ __								
__ __/__ __/__ __								
__ __/__ __/__ __								
__ __/__ __/__ __								
__ __/__ __/__ __								
__ __/__ __/__ __								

The Employer and Employee certify that the representations made in this Mileage Log are true, accurate, and correct and that if any statements are willfully false, the Employer and Employee may be subject to punishment, including suspension, debarment, or disqualification from participating in State or Federal programs, as well as criminal sanctions, as may be applicable. The Employer and Employee understand that payment of this claim will be from Federal and/or State funds, and that any falsification or concealment of a material fact may be prosecuted under Federal and State laws.

Employer/Auth. Rep. Name: _____

Employer/Auth. Rep. Signature: _____

Date (mm/dd/yyyy): ____ ____ / ____ ____ / ____ ____ ____ ____

Employee Name: _____

Employee Signature: _____

Date (mm/dd/yyyy): ____ ____ / ____ ____ / ____ ____ ____ ____

PCG Public Partnerships
Public Focus. Proven Results.™

Transportation: Mileage Log

New Jersey PPP Program

Participant PPL ID	Employee PPL ID

DATE	FROM (Address)	TO (Address)	ROUND TRIP MILEAGE

Employee Name _____ Employee Signature _____ Date _____

Participant/Employer Name _____ Participant/Employer Signature _____ Date _____

- Fill in the Participant PPL ID and the Employee PPL ID
- Complete one row for each round trip provided
- Enter the Date
- FROM Address
- TO Address
- Round Trip Mileage

Print the Participant's Name and Employee's Name

Both the Participant/Employer and the Employee must sign and date the bottom of the form

Payment Processing – PPP Mileage Log

- A participant may choose to allocate some of their cash management plan for mileage reimbursement to their employee.
- Mileage reimbursement is paid at $.31 per mile, the Standard Mileage Rate set by the State of New Jersey.
- Before transporting the participant, the employee must show the employer their valid Driver's License, valid/ current car insurance and registration. It is the participant or employer's responsibility to verify.
- Mileage can only be reimbursed if the employee's car is used.

Where to send the form?

- Fax:1.844.627.6834
- Email: njppp@pcgus.com
- Mail to:

  Public Partnerships, LLC

  New Jersey PPP Program

  PO Box 50040

  Phoenix, AZ 85076

Payment Processing - Overtime

If overtime is needed in an emergency, how will this process be timely and would the PPL timesheet system even be able to accept the input of overtime after the proper DDD approvals are received?

- ❑ Contract rules currently prohibit the participant/employer from scheduling or allowing SDEs to work over 40 hours per week in any program.
- ❑ The only exception currently available is for employees that qualify for the live-in exemption from the overtime provisions of the Fair Labor Standards Act (FLSA).
- ❑ The Live-In Exemption Form is available on the PPL website for each program.
- ❑ Participants/employers have the ability and are encouraged to include an emergency back-up SDE in their plan.

DDD - Transition Status and Next Steps

Once people begin transferring from ESNJ to PPL, will it be done in stages so the same problems won't happen to a much larger group?

- Yes. DDD and PPL are assessing the count for the next group of transfers and are mindful that a smaller group that is well organized is the best approach.

DDD – Employee Benefits and Requirements

Will DDD consider additional funding to offset the cost of health insurance?

- No. The flexibility in the wage setting under the new model is designed to offset the cost of health insurance.

What will be the screening process for Self-Directed Employees (SDEs), and how will it be different from the process used by ESNJ? Trainings required?

- Drug testing is no longer required.
- SDEs need to pass a Central Registry Check and Fingerprint requirements.
- Training is required and mandatory training guidelines are found in Appendix E of the Supports Program and CCW policy manuals.

Many families want a one-time exemption to opt out of mandatory training for currently employed SDEs and would sign a waiver if needed. As employers, it's our responsibility to hire people to perform the duties we assign and assume the liability involved in bringing a person into our home to work.

- There are no exemptions to the mandatory training requirements.

DDD – Employee Wage vs. Billable Rates

Who determines the hourly rate? Why are we receiving more or less per hour? Why isn't the rate the same for all?

- ❑ The individual/employer determines the employee's hourly wage.
- ❑ PPL will have a system change completed over the next several weeks to correct any issue with self-directed employee wages.
- ❑ The benefit of the new model is allowing individuals/employer to have more control over the self-directed employee wages.

DDD - Additional Questions

ESNJ charged a small fee (It may have been around $3.25 per hour) to cover the costs associated with hiring our self-directed employees. When we budgeted, we planned this fee plus the amount we had to pay DSPs. I am wondering if the fee will be the same as it was with ESNJ now that we have PPL administering the service. If not, what are the employer related taxes/fees we can expect?

- The $3.25 fee will not be present in the new model.
- Employer taxes include State and Federal Unemployment Tax, FICA (Medicare and Social Security), Disability Insurance Tax, and a 1% payroll tax for Newark residents.
- In total, the employer taxes are approximately 11.55% but vary for each employer-employee pair.

PPP – Monthly Allocations

Why were families not informed upfront that PPL uses a monthly allotment of Personal Care Assistant (PCA) hours, whereas CAU did not?

- When a participant chooses to enroll in PPP, the PCA services are determined by the participant or an authorized representative, based on the assigned monthly budget.
- The monthly budget is communicated to the participant in a letter from DDS. DDS has revised the letter to clarify the monthly budget amount.
- The participant/employer decides how many monthly hours of Personal Care Assistant (PCA) services they can receive based on who they chose to hire, the wage rates they negotiate, and their other purchasing decisions with the monthly budget.
- These decisions, not PPL, determine the monthly hours available.

PPP – Monthly Allocations

Is it true that the monthly allotment of Personal Care Assistant (PCA) hours is the same no matter how many days there are in a month (February has the same number of monthly hours as October for example)? If so, how are families supposed to keep track as to not go over their monthly hours?

- Not exactly. The monthly budget is the same. The monthly hours may vary as described above.
- CMPs may be revised with the PPL consultant under certain circumstances.
- PPL includes monthly PCA hours on the Cash Management Plan (CMP) as a planning tool.
- PPL also provides a monthly scheduling tool to help the participant/employer plan for months with fewer or more days and fewer or more weekends.

PPP – Monthly Allocations

Do the hours per week even matter for timesheet input purposes? That is, can the family use the hours however they want in the 2 week period? Will the online timesheet system not accept more than a biweekly amount of hours OR are monthly hours the only number that counts just as long as they are not exceeded in total?

- Yes. The hours on the timesheet must reflect actual hours worked.
- The participant/employer manages weekly hours within the total monthly hours they plan for in the CMP.
- The participant/employer may schedule and allow PCAs to work more hours in some weeks than others, based on “personal preference”, PCA availability, payment rates and monthly budget.

PPP – Monthly Allocations

The Hours Per Month listed on the Cash Management Plan differs from the actual hours available when PPL computes payroll for the month. Please explain that difference and how families are to know what monthly hours they are actually working with.

- ❑ Hours per month on the CMP are planned hours to be worked by the PCAs.
- ❑ If the participant/employer schedules more or less hours from a PCA with a higher billable rate, the total hours available may be more or less.
- ❑ With careful planning, monthly budgets can be matched with the services outlined in the CMP.

PPP – Budget Revisions

I was recently told that if you need to make a budget revision, it will need to be done two months ahead of time. What is the reason for this lengthy timeline?

- If the CMP revision is approved by DDS by the 15th of the month, it takes effect the first of the following month.
- If the CMP revision is approved after the 15th of the month, it takes effect the first of next following month.
- PPL consultants are available to assist with timely revision of CMPs as plans change, needs change, and budgets increase or decrease.
- PPL consultants notify participants when the CMP revisions take effect.

PPP – Budget Revisions

Currently, revisions seem to be made fairly quickly. Now as we enter a more restrictive budgeting system, we will be losing flexibility in making changes. Should families budget a month at a time, a few months at a time?? What will be the best practice for efficiently utilizing a budget that can allow for inevitable changes and emergencies?

- Families may budget as frequently as necessary to meet their needs. Cash Management, or budget periods, can last up to 11 months.
- Cash management plans can and should be revised to accommodate changes in need. The PPP Cash Management Plan development and approval process is not designed to respond to emergency needs.
- Financial Consultants may engage DDS on behalf of Participants whose needs suddenly and unexpectedly exceed services budgeted on the Cash Management Plan.

PPP – Funding and Oversight

Where does the money come from for the PPP program and who is responsible for overseeing where that money goes? Some people are telling me that money was kept from their check because there wasn't enough money in their account, why? How often is money put in their account and from where?

- PPP is a Medicaid program that is jointly funded by the federal government and New Jersey. It is jointly administered by the New Jersey Department of Medical Assistance and Health Services (DMAHS) and DDS.
- PPL pays timesheets and invoices for authorized and planned goods and services in adherence with the participant's monthly budget amount and submits Medicaid claims for reimbursement.

PPP – CAU Timesheets

If my timesheets were returned to me from CAU with an explanation of "after cutoff date of June 23" and PPL is not paying it, please tell me why?

- CAU represented participants/employers through the end of June;
  - PPL is contractually responsible for paying for dates of service beginning June 12, 2017.
- CAU informed PPP participants/employers to submit all timesheets for dates of service prior to June 12, 2017 to CAU for payment by CAU by June 30, 2017.
  - PPL began representing participants/employers in July.
- DDS and PPL are exploring options for payment of PCAs who did not meet this deadline, subject to availability of funds and many other factors.

PPP – Inconsistencies in Rates

I have noticed, that the amounts paid (billed) to the budget is not the billable rate as listed in the Associated Employee section, but I see that a higher billable rate (about $.44 higher in my case) is billed instead that and can be found in the Budget Summary page, under Budget Detail for a month and looking at the authorization details. Again please explain.

- There is a display error in the web portal for the billable rate, which we are working to resolve. Individuals who view the "rates" section of their employees will see an inaccurate billable rate. We do not calculate against this rate – it' is only a display error.
- The correct billable rate may be found in the Budget Detail section of the CMP screen.

What is the transportation reimbursement per mile? The Cash Management Plan lists $.31 per mile, but the online detail lists $.54 per mile.

- The reimbursement rate for mileage is $0.31 per mile. There is a display error in Portal for *some* participants that show it as $0.54. We are working to correct this. Any mileage submitted for those impacted is still charged at the correct rate of $.31/mile against the budget.

Dual Enrollment

Has there been any decision on the ability for an individual who already has an Employer Identification Number (EIN) through PPP to use the same number for the DDD side?

- ❑ PPL is not currently able to combine wage and tax data across multiple programs, and there are multiple challenges that prevent immediate support for dual enrollment under a single EIN.
- ❑ PPL has submitted a proposal to NJ DHS - currently under review - to design the systems and processes required to support dual enrollment in multiple programs under a single EIN.

Why is it necessary to have two separate workers' compensation policies if there is one employer for both programs?

- ❑ Currently, there is not one employer for both programs.
- ❑ In PPL's proposal, only one Workers Compensation and Employer Liability Insurance policy would be required.

If a worker will work in both DDD and Personal Preference Program (PPP) systems, will they have to supply the same documents/information twice or can the data be cross populated between both programs?

- ❑ Currently, separate documents are required based on the unique aspects of each program. When PPL is able to support dual enrollment under a single EIN, we will review if any of the documents can be leveraged for both programs.

Additional Resources (coming soon)

- List of Commonly used Acronyms for DDD & PPP
- “Who to Contact” list for PPP

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