

COVID-19 Guide to Hiring a Self-Directed Employee (SDE) Through the New Jersey DHS Vendor Fiscal/Employer Agent Model

I am enrolling and hiring my first employee through this model

- The Support Coordinator must submit a completed **Individual Referral Form** by email to the Department of Human Services (DHS) through its contract with Public Partnerships LLC (PPL).
- Within two business days, on behalf of DHS, a PPL Enrollment Coordinator will create an electronic file for the individual and contact the individual/family to initiate the enrollment process. **At this time, the individual/family should be prepared to (a) inform DHS, through PPL, who will be enrolling as the Employer of Record, and (b) provide information for their prospective employee(s).**
- On behalf of DHS, the PPL Enrollment Coordinator will create an electronic file for the new employee(s) and will link the new employee(s) file with the Employer of Record file.
- On behalf of DHS, the PPL Enrollment Coordinator will offer the option to complete the enrollment process online or over the phone with the assistance of an Enrollment Specialist, and will schedule a call with the individual/family for the paperwork assistance session.
- On behalf of DHS, the PPL Enrollment Specialist will assist with completion of the online or paper Employer and Employee Enrollment packets.
- On behalf of DHS, the PPL Enrollment Specialist will process employer enrollment paperwork, including applying for an Employer Identification Number (EIN) through the IRS website. After DHS, through PPL, obtains the EIN, the PPL Enrollment Specialist will submit a request for the purchase of a worker's compensation policy on behalf of the Employer of Record.

PLEASE NOTE: Employees cannot begin working until the workers' compensation policy is in effect—and it usually takes up to two weeks for PPL to receive notification that the workers' compensation policy is in effect.

- On behalf of DHS, the PPL Enrollment Specialist will process employee enrollment paperwork and educate the Employer of Record on the employee training requirements.
- On behalf of DHS, the PPL Enrollment Specialist will send an email to the DHS Employee Controls and Compliance Unit (ECCU) to determine whether DHS can provide temporary clearance for the new employee(s).



If PPL receives temporary clearance

employee hiring can move forward.

The employee **CAN** begin working but still must schedule fingerprinting as soon as possible.



If PPL does not receive temporary clearance

employee hiring cannot move forward

The employee **CANNOT** begin working until fingerprinting is completed and PPL obtains the employee's background check results.

- After fingerprinting is completed, DHS recommends the employee or employer do both of the following: (1) call PPL Customer Service at 1-844-842-5891 to provide the fingerprint date and UEID number found on the receipt, and (2) email the fingerprint date and UEID number (if possible, attach a copy of the receipt) to PPL at njddd-cs@pcgus.com.

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What is temporary clearance? Temporary clearance just means that the person being hired was already fingerprinted for DHS or a DHS vendor at some point in the past, which enables DHS to review their data and confirm the employee has previously passed federal and state background checks.

Will every new employee receive temporary clearance? No. If an employee has not been fingerprinted for DHS or a DHS vendor before, DHS will not be able to provide temporary clearance.

What if the new employee was previously fingerprinted for a different state agency? At this time, background check information is not permitted to be shared between state agencies. Only fingerprinting completed for DHS or a DHS vendor will enable an employee to receive a DHS temporary clearance.

○ AFTER

1. employer and employee enrollment paperwork are received and processed by PPL; AND
2. PPL either has received temporary clearance for the employee from DHS, or has been provided with a fingerprint date and UEID number and has obtained current background check results for the employee;
3. PPL has received notification that the worker's compensation policy is in effect:
 - » On behalf of DHS, PPL will email the billable rate to the support coordinator.
 - » Support coordinator will create the service in the plan.
 - » Plan will be approved.
 - » Support coordinator will notify the individual/family that the employee can begin working/providing services as of the start date of the prior authorized service.
 - » On behalf of DHS, the PPL Enrollment Specialist will call the Employer of Record and provide education on timesheet submittal/approval and employee training requirements, and will register the employee with the College of Direct Support.
 - » DHS has temporarily modified the pre-employment screening requirements to allow new employees up to 120 days after date of hire (service start date) to complete mandatory drug testing and Child Abuse Record Information (CARI) check.
 - » **PLEASE NOTE:** *the 120-day grace period does not apply to fingerprinting and background check. In all cases, fingerprinting must be scheduled as soon as possible.*

Employee enrollment and hiring cannot move forward until DHS, through PPL, receives EITHER

(a) temporary clearance from DHS **OR** **(b)** results of a current background check

PPL cannot obtain results of a current background check without the date of fingerprinting and UEID number from the fingerprinting receipt.