

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

I am already enrolled and want to hire a new sde through this model

- The person enrolled in the Vendor Fiscal/Employer Agent Model as the **Employer of Record (EOR)** or **Authorized Representative (AR)** gathers the following information from the new employee:

_____	____/____/____	_____
Name	DOB	SSN
_____	_____	_____
Address	Email	Phone number

- The Employer of Record or Authorized Representative **calls New Jersey DHS' contractor, Public Partnerships LLC's Enrollment team, at 1-877-908-1752** and says, "I am already enrolled and I need to hire a new employee." **(Please do not send an email!)**
- On behalf of the Department of Human Services (DHS), PPL Enrollment will create an electronic file for the new employee and will link the new employee file with the existing Employer of Record file.
- On behalf of DHS, PPL Enrollment will offer the option for the SDE to complete the Employee Enrollment Packet online.

Online Enrollment	Paper Enrollment
<ul style="list-style-type: none">On behalf of DHS, PPL will walk the caller through the process by directing them to go to www.pplenroll.com.EOR will create an account and enter the demographic information for the new SDE.Creation of this account will prompt an email to be sent to the SDE, directing them to complete the Employee Enrollment Packet online.If EOR or SDE needs further help, they may contact PPL Customer Service at 1-844-842- 5891 or PPL Enrollment at 1-877-908-1752.	<ul style="list-style-type: none">On behalf of DHS, PPL Enrollment will generate an Employee Enrollment Packet and send it to the Employer of Record, Authorized Representative or new SDE, as directed by the Employer of Record or Authorized Representative.Employee Enrollment Packet will be emailed immediately or mailed within two business days.Employee Enrollment Packet should be completed and returned to DHS, through PPL, as soon as possible.

- Within two business days of receiving a completed Employee Enrollment Packet, PPL 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.



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 is able to obtain the employee's background check results.

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- 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**.

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. employee enrollment paperwork is 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:
 - » 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.
 - » 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 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.