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EXISTING EMPLOYER IDENTIFICATION NUMBER (EIN) TOOL KIT

This guide is to address managing and supporting program Participants and/or their Common Law Employers (CLE) with enrolling in the participant directed models of service program who have an Federal Employer Identification Number (also referred to as an EIN) already established with the IRS. Public Partnerships, LLC (PPL) obtains an EIN from the IRS to setup and manage state and federal tax deposits on behalf of the CLE for the purposes of this program. PPL is providing the information and instruction to help avoid any unnecessary delays to the enrollment process. There are several actions that if completed up front will expedite gathering information and setting up the necessary employer requirements.

The Participants enrollment process can be delayed when PPL attempts to process the Common Law Employer (CLE) enrollment packet and is unable to because of an already established EIN. The CLE will already have an EIN for one of two reasons:

- The CLE previously received OPTIONS services under the participant directed service model.
- The CLE owns or has owned a business or sole proprietorship and established an EIN with the IRS.

PPL is unable to use the already EIN without obtaining additional information and permissions. In order to complete the processing of the enrollment documents PPL must first confirm the EIN and its status with the IRS before we can start paying for services. PPL will be limited in being able to use EIN that is being used to operate a business or sole proprietorship that is currently active.

PPL has established processes to manage these two reasons. The instructions in this packet will assist in supporting both categories of an already established EIN. This toolkit outlines the issues in greater detail and the necessary actions that must be completed:

- Options EIN Process
 - Submitting the Referral
 - EIN Confirmation (liability status is not required for Options Transfers)
 - Enrollment
- Prior Business EIN Process
 - EIN/Liability Confirmation
 - Enrollment

Please review these instructions and use them as they apply to participants you are referring to the participant directed models of service program.


❑ **OPTIONS EIN Process**

There are a number of Participants who gain waiver eligibility while receiving services through the OPTIONS program. If the Participant accessed their services under the Participant Directed model, where they managed their services and workers, they would have had a Federal Employer Identification Number (also referred to as an EIN) already established with the IRS to support their OPTIONS services.

What this means is that PPL must take additional steps to transition the EIN used for OPTIONS to PPL to support their waiver services. PPL will use the “New Participant F/EA Referral Form” and paper referral process to assist in managing OPTIONS to waiver transfers.

Complete the following steps when referring a participant transferring from OPTIONS:

1. Populate the “New Participant F/EA Referral Form”
 - This form can be found on the PPL website: www.publicpartnerships.com click on “Program Login” in the upper-right corner, select “Pennsylvania” from the drop-down menu, click on the “OLTL Programs” link, enter the following: Username: **PADPWOLTL** Password: **PPLDPW56**.
 - a. Complete all of the information in the “Referring Agency” section.
 - i. **IMPORTANT:** Indicate the Participant’s referral type, whether they are new, transfer, or OPTIONS transfer. If the Participant is an OPTIONS transfer please list the entity processing the payments for services provided.
 - b. Complete all of the information in the “New Participant Information” section.
 - c. If other than the Participant, complete all of the information in the “Common Law Employer” section
2. Submit the New Participant F/EA Referral Form: Fax completed form to: 855-858-8158 or e-mail form to: padpw-oltl@pcgus.com.
3. Notify the PPL Regional Enrollment Manager alerting them of the Participant referral from OPTIONS.

		New Participant F/EA Referral Form
Supporting Choice. Managing Costs.™		
The New Participant F/EA Referral Form should only be used when the participant is transferring from “Options” to waiver or when the PPL Web Portal is down for maintenance or temporarily unavailable.		
REFERRING AGENCY		
Date:	Service Coordinator:	Phone: ()
Agency:	Service Coordinator Supervisor:	Alternate Phone: ()
Email address:		Fax #: ()
Program:	<input type="checkbox"/> OBRA Waiver <input type="checkbox"/> Attendant Care Waiver <input type="checkbox"/> Aging Waiver <input type="checkbox"/> Act 150 Waiver <input type="checkbox"/> CommCare Waiver <input type="checkbox"/> Independence Waiver	
Referral Type:	<input type="checkbox"/> New <input type="checkbox"/> Transfer: (Please Provide Transferring Agency) _____ <input type="checkbox"/> Options Transfer: (Please Provide Options F/EA) _____	

4. The PPL Enrollment Manager will ensure that the Participant receives a modified enrollment package.
 - a. The modified package will include a pre-populated IRS Form 8822B, that allows PPL change the address from the existing F/EA to PPL's. This form can only be prepopulated if OPTIONS F/EA information is included on the referral form.

Form 8822-B (January 2012) Department of the Treasury Internal Revenue Service	Change of Address — Business ▶ Please type or print. ▶ See instructions on back. ▶ Do not attach this form to your return.	OMB No. 1545-1163
Before you begin: If you are also changing your home address, use Form 8822 to report that change.		
Check all boxes this change affects:		
1 <input checked="" type="checkbox"/> Employment, excise, income, and other business returns (Forms 720, 940, 940-EZ, 941, 990, 1041, 1065, 1120, etc.)		
2 <input type="checkbox"/> Employee plan returns (Forms 5500, 5500-EZ, etc.)		
3 <input type="checkbox"/> Business location		
4a Business name Common Law Employer Name		4b Employer identification number EIN
5 Old mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions. Common Law Employer Business Address		
Foreign country name	Foreign province/county	Foreign postal code
6 New mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions. 6 Admiral's Way, Chelsea, MA 02150		
Foreign country name	Foreign province/county	Foreign postal code
7 New business location, if different from mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a foreign address also complete spaces below, see instructions.		
Foreign country name	Foreign province/county	Foreign postal code
8 Signature Daytime telephone number of person to contact (optional) ▶ _____		
Sign Here	Signature of owner, officer, or representative	Date
	Title	

5. The PPL Enrollment Manager will require from the Service Coordinator the Common Law Employer's Federal Employer Identification Number (also referred to as an EIN). This number should be obtained from the F/EA (FMS Provider) entity processing payroll for OPTIONS services. The Enrollment Manager will also require the F/EA name and a contact name.
6. The PPL Enrollment Manager will gather the EIN number and provide it to the appropriate individuals in PPL's Registration department.

The special efforts put forth to obtain and confirm information on a Common Law Employer's already established EIN will help avoid any delays in the enrollment process.

□ **Prior Business EIN Process**

There are a number of Participants and/or Common Law Employers who own or previously owned a business or sole proprietorship and already established an EIN with the IRS. PPL cannot use the already established employer number without obtaining additional information and permissions. There are several things that PPL is looking to understand regarding an EIN.

When PPL receives and processes a Participant's Common Law Employer (CLE) enrollment packet, we register for an Employer Identification Number (EIN) with the IRS on their behalf. During this process the IRS will inform PPL that an EIN already exists under the Common Law Employers name and social security number. When PPL is informed that an EIN already exists we send a letter to the Common Law Employer informing them of their options and the actions that they must take to help resolve the issue.

The letter addresses the above points of clarification and identifies the actions listed below.

- *What to do if the EIN **is actively being utilized for business activities?** PPL will not be able to assume authority and responsibility of an EIN that is active and being used to operate a business. In order to move forward with setting up your participant-directed services, a new Common Law Employer would need to be identified to establish an EIN on your behalf. **Please contact your service coordinator to determine another Common Law Employer.***

- *What to do if the EIN is **not active** and **not currently** being used? PPL can use existing non-active EINs, but before we do this, we need confirmation from the IRS that there are no liability against your EIN. Please call the IRS at (800) 829-4933. Give them your name and EIN number. Then ask them to send you a letter or a transcript stating there are no liens or balances against your EIN. One example of a form that may be requested is Form 3064C.*
 - *PPL also needs you to sign and date the provided Form 8822b, Change of Address. Once the letter or transcript is obtained and the 8822b is signed, please send both back via fax to the Pennsylvania OLTL Administrative Fax # 1-855-8158.*

This information is important to have and know at the point-in-time in which you submit the new Participant referral to PPL because by sharing this information with the Common Law Employer can help avoid any delays in the enrollment process.