

How to Determine Direct Care Worker's Maximum Wage

1. How is Maximum Wage Rate Calculated

- The maximum hourly wage rate for a worker is calculated as follows:



- The bill rate must be lower than or equal to the regional maximum rate established by the PA Department of Human Services, Office of Long Term Living.
- State unemployment insurance experience rates (SUI) are unique to each employer based on unemployment compensation claim history on the CLE's SUI account.
- An increase in SUI rate for a CLE will increase the tax expense and ultimately reduce available money for wages.
- A Worker's Compensation Insurance policy is obtained for every CLE to cover injuries sustained by workers in the course of work. Any change in WC rates could drive the expense up or down and affect the available money for wages.
- The maximum hourly wage rate for a worker may be different for each Common Law Employer.
- In summary, the maximum hourly wage rate for a worker is subject to change if:
 - Unemployment compensation insurance rates change
 - Other employer tax rates change
 - Worker's compensation insurance rates change
- PPL will update employer state unemployment rates and other payroll related expenses in January. If your employer expenses increase, this may affect the max wage that you may offer to your worker.

2. Where to find Direct Care Worker's Maximum Wage

A. If you are a new participant/Common Law Employer (CLE):

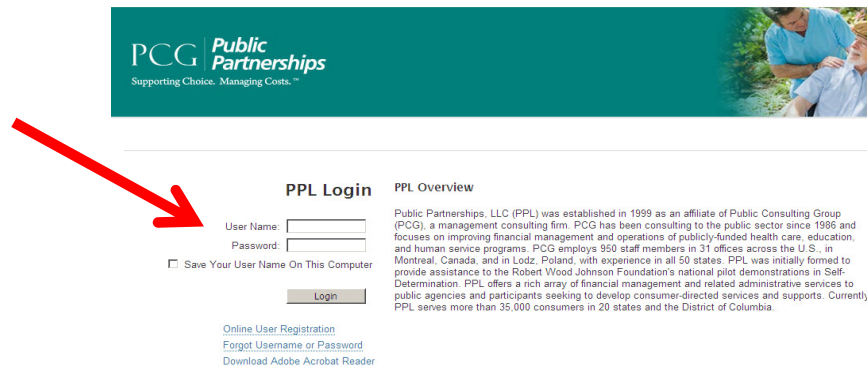
- A new participant/CLE may use the New Employer Maximum Direct Care Worker (DCW) Wage Rate Sheet provided in the Enrollment Packet for the county and region where the participant resides.
- The New Employer Maximum DCW Wage Rate Sheet is available at www.publicpartnerships.com/PATraining

B. If you are an existing participant/CLE:

- An existing employer may obtain this information by contacting PPL Customer Service at 1-877-908-1750 to obtain the maximum wage rate that you may negotiate and pay your worker.
- Use the PPL Web Portal to find maximum wage rate that may be paid to a worker.

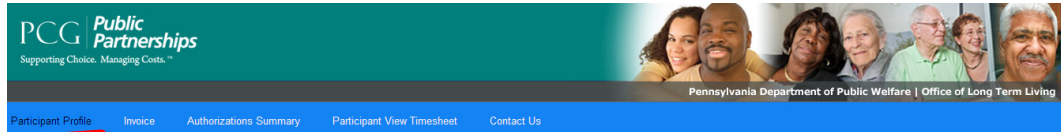
3. How to use PPL Web Portal to Find Your DCW's Maximum Wage

- Log into PPL web portal at: <https://fms.publicpartnerships.com/PPLPortal/login.aspx?>



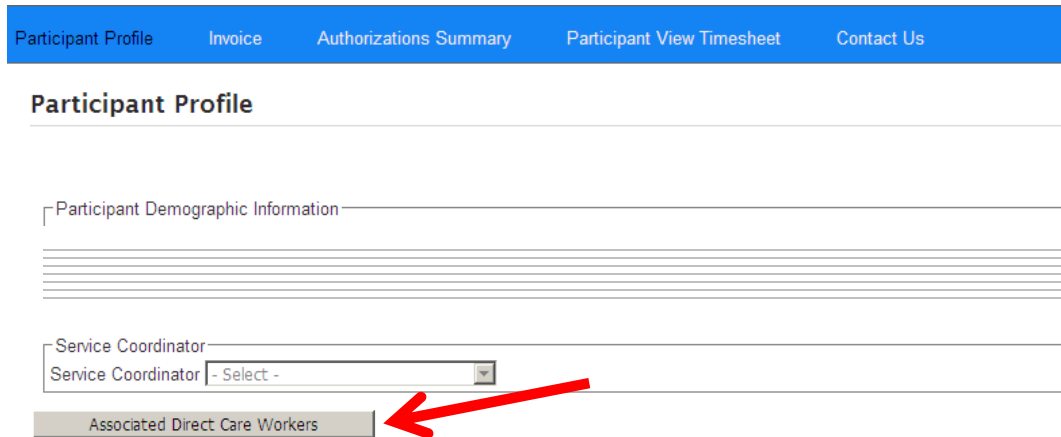
The screenshot shows the PPL Login page. At the top left is the PCG Public Partnerships logo with the tagline 'Supporting Choice. Managing Costs.™'. To the right is a photograph of two people, one in a blue shirt and one in a white shirt, looking at a document. Below the logo and photo is a navigation bar with 'PPL Login' and 'PPL Overview' links. The 'PPL Login' section contains a 'User Name' input field, a 'Password' input field, a checkbox for 'Save Your User Name On This Computer', and a 'Login' button. A red arrow points to the 'Login' button. Below the login fields are links for 'Online User Registration', 'Forgot Username or Password', and 'Download Adobe Acrobat Reader'. To the right of the login fields is a 'PPL Overview' section with a paragraph of text: 'Public Partnerships, LLC (PPL) was established in 1999 as an affiliate of Public Consulting Group (PCG), a management consulting firm. PCG has been consulting to the public sector since 1986 and focuses on improving financial management and operations of publicly-funded health care, education, and human service programs. PCG employs 950 staff members in 31 offices across the U.S., in Montreal, Canada, and in Lodz, Poland, with experience in all 50 states. PPL was initially formed to provide assistance to the Robert Wood Johnson Foundation's national pilot demonstrations in Self-Determination. PPL offers a rich array of financial management and related administrative services to public agencies and participants seeking to develop consumer-directed services and supports. Currently, PPL serves more than 35,000 consumers in 20 states and the District of Columbia.'

- Click on “Participant Profile”.



Participant Profile

- Scroll to bottom of screen and click on “Associated Direct Care Workers”.



- Click “Services” hyperlink in last column on right.

Associate Direct Care Workers to Participant

Direct Care Worker Name	Phone Number	Direct Care Worker Type	Print Forms	Participant - Direct Care Worker Checklist*	Good To Go*	Services
QA TESTDCW	717-884-7708	IP	Print Forms	Checklist Complete: Yes	Yes	Services

- View DCW maximum rate in 4th column of “services” window.

Participant Direct Care Worker Services

Service Name	Service Description	Service Code	Maximum Rate	Minimum Rate	Actual/Desired Rate	Billable Rate	Rates Count
<input checked="" type="checkbox"/> Personal Assistance Services	Personal Assistance Services	W1792	11.8	As Negotiated	\$10.25	\$11.99	Rates [1]

4. How to Implement a DCW Wage Increase

- Complete a Qualified DCW Rate Sheet signed by CLE and DCW
 - Rate Sheet Form with instructions is available for download at www.publicpartnerships.com
 - Click Select a Program then select Pennsylvania in drop down list
 - Click on OLTL Program
 - On right side under Resources, click Program Documents
 - Rate sheet is under Common Law Employer (CLE) section
 - Form may be obtained from PPL customer service at 1-877-908-1750
- Submit to PPL for processing
- Where to send the form - mail to:

PUBLIC PARTNERSHIPS, LLC
PA OLTL PROGRAM
PO BOX 1108
WILKES-BARRE, PA 18773-9905
- For questions, contact PPL Customer Service at 1-877-908-1750.
- PPL will implement all wages at the beginning of the next available pay period start date.
- DCW wage changes will be processed within two weeks from the date received and will always go into effect at the beginning of a pay period.
- Reminder – DCW wage rate may not exceed the maximum wage rate.

PCG Public Partnerships
Supporting Choice. Managing Costs.™

Qualified DCW Rate Sheet
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Qualified Direct Care Worker (DCW) Rate Sheet

Complete this form for each new DCW and service procedure code or when there is a change to an existing DCW rate or service procedure code. PPL will implement all wages at the beginning of the next available pay period start date. DCW wage changes will be processed within two weeks from the date received and will always go into effect at the beginning of pay period.

DCW Name (please print): _____
 Address: _____
 Township/Borough/School District: _____
 DCW Social Security Number: _____

New Service Change of Existing Service New Rate Change of Existing Rate

Service (Procedure Code)	DCW Rate per Hour
Personal Assistance Services (W1752)	
Respite (S8150)	
Participant Directed Community Supports (W1900)	

Common Law Employer Name (please print): _____
 Common Law Employer Signature: _____ Date: _____
 Participant's Name (if different from CLE): _____

Direct Care Worker (please print): _____
 Direct Care Worker Signature: _____ Date: _____

MAIL TO: PUBLIC PARTNERSHIPS, LLC
 P.O. BOX 1108
 WILKES-BARRE, PA 18773-9905

New OLTL DCW Version 1.0