



## URGENT NOTIFICATION

### Important Information for Individuals/Families Dually Enrolled in PPP and DDD Self-Directed Employee Option

You are receiving this notification because you receive DDD services from a Self-Directed Employee ('self-hire') whose wages are paid through DDD's current fiscal intermediary, Easter Seals NJ; and you also receive services through the Personal Preference Program. This notification letter serves as follow up to previous communications to self-directing participants and families from Public Partnerships, Easter Seals, and DDD.

As you know, beginning July 2017, this service is being transitioned to a new fiscal intermediary called **Public Partnerships**. However, individuals who are dually enrolled in both PPP and DDD are being granted a voluntary 90-day extension to allow the Division to review an issue that recently arose.

The new effective date of the mandatory transition to the new FI and new service model for participants dually enrolled in PPP and DDD is October 1, 2017, which reflects a 90-day extension. Participants who wish to continue to enroll in July will be able to do so.

Why is there a 90-day extension for dually enrolled participants?

An issue has emerged with regard to obtaining a federal Employment Identification Number (EIN) for some participants who are dually enrolled in both the DDD Self-Directed Employee Option and the DDS Personal Preference Program (PPP). A 90-day extension will be granted for dually enrolled participants who wish to delay their enrollment with Public Partnerships until a review of this issue has been completed and a final determination made.

What is the EIN Issue?

PPP Participants are required to enroll as the employer of record, which means they must obtain a federal Employer Identification Number (EIN). With DDD's transition to a new service model, Participants in DDD's Self-Directed Employee Option will now also be required to enroll as the employer of record, which necessitates obtaining a federal EIN. It is our current understanding that one individual is not permitted to have two EINs. Therefore, dually enrolled participants have been asked to identify someone to function as their authorized representative, enroll as the employer of record, and obtain a federal EIN.

There are some dually enrolled participants who are encountering difficulty identifying someone to function as their authorized representative and enroll as the employer of record for their DDD Self-Directed Employees.

What should a dually enrolled participant do now?

**Dually enrolled participants who wish to wait** until the EIN issue has been reviewed and a final determination has been made do not need to do anything at this time.

**Dually enrolled participants who wish to transition** to the new fiscal intermediary and the new service model effective July 1, 2017 must complete the following steps by June 23, 2017:

- Enroll with Public Partnerships for PPP services. (PPP participants who have not already been contacted by Public Partnerships should call their PPP Customer Service Team at 844.880.8702.)
- Enroll with Public Partnerships for DDD services, as follows:
  - Identify an authorized representative to enroll as the employer of record for DDD services by June 23, 2017.
  - Have all Self-Directed Employees enroll with Public Partnerships by June 23, 2017.

There are 3 ways to enroll with Public Partnerships for DDD services:

**FASTEST** → Online Enrollment: Go to [WWW.PPLENROLL.COM](http://WWW.PPLENROLL.COM)

You will need (1) Individual's last name, (2) Last 4 digits of Individual's Social Security Number, and (3) Valid email address for the Individual. (Individuals/Families no longer have to call PPL first to obtain a PPL ID#.)

**FASTER** → In-Person Enrollment: To register to attend one of the June in-person enrollment sessions, go to [www.publicpartnerships.com/programs/newjersey/ddd/index.html](http://www.publicpartnerships.com/programs/newjersey/ddd/index.html).

**FAST** → Over-the-Phone Enrollment: Call 844-842-5891 (Monday-Friday, 8AM-6PM)

**Please Note:** *the participant must enroll as the employer of record before the participant's Self-Directed Employee(s) can enroll.*

What if a dually enrolled participant already enrolled with Public Partnerships?

Some dually enrolled Participants have already successfully enrolled with Public Partnerships for both their PPP services and their DDD Self-Directed Employee Option services (using an authorized representative to enroll as the employer of record for their DDD services). This is not a problem and these dually enrolled participants will transition to Public Partnership along with the DDD-Only Participants effective July 1, 2017.