



State of New Jersey

DEPARTMENT OF HUMAN SERVICES

PO Box 705

TRENTON, NJ 08625-0705

CHRIS CHRISTIE

Governor

KIM GUADAGNO

Lt. Governor

DIVISION OF DISABILITY SERVICES

ELIZABETH CONNOLLY

ACTING Commissioner

JOSEPH M. AMOROSO

Director

IMPORTANT CHANGES WITH THE PERSONAL PREFERENCE PROGRAM

February 17, 2017

Dear Participant/Representative:

As you are aware, Community Access Unlimited, Inc. (CAU), Self-Directed Services, serves as the current Fiscal Management Service and Counseling Agency for the Personal Preference Program at the NJ Division of Disability Services. In this capacity, CAU has been assisting participants with bookkeeping services; including processing employee timesheets, issuing paychecks, along with providing participants with counseling services through the use of a consultant to help participants manage the program.

As a result of a competitive bid, the NJ Department of Human Services awarded Public Consulting Group's Public Partnerships, LLC (PPL), as the new fiscal intermediary service organization for the Personal Preference Program and therefore, we will no longer be working with CAU.

PPL is widely known for providing fiscal management services for a variety of consumer directed programs across the county since 1999, and brings a wealth of experience to the Personal Preference Program. The transition from CAU to PPL is expected to take up to six months. The counseling services will commence on April 1st, with the fiscal management services following on July 1st. During this transition period, participants will receive guidance and support from PPL and Division staff. There should not be any interruption in service during this time.

These changes will provide participants with greater personal choice, control and flexibility over hiring and directing their employees. I have attached a detailed *Frequently Asked Questions* document which should prove helpful during this transition.

Thank you,

Joseph M. Amoroso
Director

cc: Valerie Harr
Nicole Brossoie
Carolyn Slick

FREQUENTLY ASKED QUESTIONS

What does this mean for you as a participant of the program?

During the next several months, we will be transitioning all services from CAU to our new vendor, PPL. PPL will take over all of the counseling services for the program effective April 1st and the fiscal management as of July 1st. You will continue to receive your services as usual, without interruption.

Is there anything that I need to do as a participant during this transition?

Yes. In a few weeks, you will be contacted by PPL staff. You will be required to complete IRS documents that allow PPL to act on your behalf as the fiscal agent for Personal Preference. You completed these documents previously, when you first enrolled in Personal Preference, to allow CAU/SDS to perform fiscal management tasks. These forms will need to be filled out again and forwarded to the IRS, in order for services to be switched to PPL. PPL staff will assist you in completing these forms. It is extremely important that you work with staff from PPL to complete the required forms necessary in order to transition your case.

What about my worker's pay checks?

You will continue to submit timesheets to CAU/SDS and they will continue to issue pay checks to your workers, until your case has been transferred to PPL. You will be notified by PPL once your case has been set-up, with instructions on how and where to submit timesheets and the date that timesheets will begin being submitted to PPL.

If your worker is currently receiving direct deposit of paychecks into a bank account and wishes to receive their paychecks the same way from PPL, they may be required to receive a few paychecks by mail during the transition.

Will there be an internet based portal with the new vendor?

Yes. PPL will provide an internet based portal where you can submit programmatic forms and review forms as well. PPL provide instructions to help you get signed up on their website. Besides being able to submit timesheets and cash management plans on line, you will be able to review timesheets and cash management plans and track the payroll process.

What will happen to my current Consultant?

You will be assigned a new Consultant through PPL. PPL is in the process of hiring Consultants for Personal Preference. We expect that PPL may hire some of the Consultants that are currently employed by CAU. Therefore, you may or may not have the same Consultant.

Will I receive a Membership Handbook?

Yes. You will receive a Membership Handbook with all the instructions necessary to be successful with the program.



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Who can I contact with questions?

As we move forward in the transition, the Personal Preference Program is here to assist you and guide you. You can contact the State Program Office directly at 1-888-285-3036 with any questions, concerns or issues.

