



Dear Employer of Record / Authorized Representative:

Beginning with the Public Partnerships (PPL) payroll period of **August 24 – September 6, 2020**, a soft rollout of the Division of Developmental Disabilities' service documentation requirement for self-directed employees will move forward. Beginning with the timesheet submission on **September 7**, service documentation notes must be included as part of a properly completed timesheet. These service notes must explain how the employee helped the individual meet their outcome(s) as outlined in their service plan. We expect to move to full mandatory service documentation in late fall/early winter.

Your employee(s) are receiving a letter that includes:

- Instructions on submitting service documentation either electronically, through the BetterOnline portal or the Time4Care mobile application, or via paper timesheet submission.
- Service Documentation Guidance.
- Service Documentation Log for paper timesheet submission.
- Fax cover sheet for paper timesheet submission.

This information and these forms are available on the Self-Directed Services page of the Division's website:

<https://nj.gov/humanservices/ddd/programs/selfdirected>

Please contact your employee(s) to ensure they have received and understand this important information.

If you have questions or need assistance, please email the Division's Fee-for-Service Helpdesk:

DDD.FeeForService@dhs.nj.gov

Thank you.

NJ Division of Developmental Disabilities
Public Partnerships (PPL)