AUDIENCE: Administrative Entities, Supports Coordination Organizations, Supports Coordinators, Common Law Employers, Participants, Support Service Workers, the statewide Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS) organization called Public Partnerships, LLC (PPL), and all other interested parties.

PURPOSE: The Office of Developmental Programs (ODP) has updated the following information on the Office of Developmental Programs Consulting System (OCS) website and the Support Coordination Organization Information Center (SCOIC),

- Support Service Worker (SSW) Qualification Form
- Support Service Worker (SSW) Qualification Form Instructions
- Vendor Fiscal/Employer Agent Calculation Tool for Participant Directed Services – PPL

The new title of the Support Service Worker (SSW) or Back-up SSW Qualification Form is titled, Support Service Worker (SSW) Qualification form. Every SSW, including SSWs designated as Back-up SSWs, need to be qualified if they will be paid through Waiver dollars.

ODP will be updating forms as the need for a revised form becomes apparent. To ensure you access the most current forms, please use PPL’s or ODP’s website. They can be located by using the following web addresses:

www.publicpartnerships.com > Click on - Who We Serve > Pennsylvania > Pennsylvania Office of Developmental Programs (ODP) Program

www.ODPconsulting.net > Click on - Topic Info > Participant Directed Services - The forms are located under the heading “VF/EA Forms and Resources.”
It is suggested whenever you need a copy of any VF/EA FMS form that you retrieve the latest version from either of the websites above and do not store a copy on your computer or print multiple copies. This will ensure that you are using the most current version.

In addition, the forms, the instructions and the Vendor Fiscal/Employer Agent Calculation Tool for Participant Directed Services – PPL are located on the Supports Coordinator Organization Information Center. A Login is required. Once logged-in the forms are located under the Participant-Directed Services/Financial Management Services link.