



Pat Quinn, Governor

Illinois Department of Human Services

Grace Hong Duffin, Acting Secretary

319 East Madison Street Suite 3M ! Springfield, Illinois 62701

October 26, 2010

Dear Home-Based Support Services Participant:

The Department of Human Services is pleased to announce that individuals in the Home-Based Support Services (HBS) Program now have their choice of two Fiscal Employer Agents (F/EAs) to provide payroll services for the personal support workers they directly hire. Payroll services include, among other things, processing background checks, time sheets, payroll checks, and tax and other withholding.

Who is impacted by this?

This letter only applies to individuals and families in the HBS Program who hire their own personal support worker(s).

If you receive personal support services through one or more agencies—rather than hire your own worker(s), this letter does not apply to you and you may disregard it.

If you do not receive personal support services, this letter does not apply to you and you may disregard it.

If you are newly enrolled in the HBS Program and have not yet started receiving services, you should contact your Individual Service and Support Advocacy (ISSA) agency or HBS Service Facilitator to learn more about the role of the F/EAs and how to get started. You may use the F/EAs' information below to contact them directly. The selection time discussed below does not apply to you. You may select your F/EA as you are planning your services.

Who are the F/EAs?

Beginning in calendar year 2011, the two payroll service providers are: **Avenues to Consumer Employer Services and Support (ACES\$)** and **Public Partnerships, LLC (PPL)**. ACES\$ has provided these services in Illinois for the past three years and is continuing to do so. PPL was recently selected to also provide payroll services.

ACES\$ Craig Morrison: (877) 223-7781 or: cmorrison@accessfea.org www.accessfea.org	Public Partnerships Customer Service: (888) 866-0582 or: ildd@pcgus.com www.publicpartnerships.com
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What do I need to do?

Beginning now and until December 1, 2010, there is an open selection time. During this time, you must decide whether to continue to receive payroll services from ACES\$ or change to PPL. While making this decision, you may use the contact information above to learn more about

either F/EA. If you have questions or concerns, you may also contact your Service Facilitator.

If you decide to keep ACES\$ as your payroll provider, you do not need to do anything. You will remain enrolled with ACES\$ unless you actively seek to change to PPL.

If you decide to transfer to PPL, you will need to complete the attached document and send a copy to PPL. **It must be completed, signed and received by PPL no later than December 1, 2010.** You may FAX it or mail it, but we recommend FAX.

FAX: (866) 826-7287 Mail: Public Partnerships, LLC
Attn: Illinois DD Project
6 Admirals Way
Chelsea, MA 02150

Once PPL receives your request, they will work with ACES\$ to transfer all the necessary forms and information. PPL will be your F/EA starting on December 16, 2010. You must work with ACES\$ for all pay periods prior to this date. Your HBS Service Facilitator can help you if needed.

[NOTE: The choice of F/EA does not impact your approval or funding for services.]

What if I change my mind later?

After the selection time, your F/EA will provide services for all of calendar year 2011. There will be another selection time in about one year. F/EA selections are done annually before the new calendar year to help ensure state and federal taxes for employers and employees are maintained and filed accurately. Each participant in the HBS Program can have only one payroll provider per year.

The Department is committed to giving individuals and families choices of the services they receive and their service providers. We believe having two, strong F/EAs will improve the quality and structure of the HBS Program. Again, we encourage you to contact the two F/EAs directly with your questions. If you need assistance, please contact your Service Facilitator. If you need to contact the Division directly, please call George Dirks at 217-782-9536 or Dave Adden at 217-524-0848.

Sincerely,



Lilia Teninty, Director
Division of Developmental Disabilities

Attachment

Home-Based Support Services (HBS) Program
2011 Fiscal/Employer Agent (F/EA) Transfer Request
(with the exception of the signature, please print or type)

Name of Individual enrolled in HBS: _____

Social Security # of Individual in HBS: _____

Name of Guardian or Relative
(if other than Individual): _____

Phone # of Individual, Guardian, or Relative: _____

Address where transfer packet
should be mailed: _____

Service Facilitation Agency: _____

Service Facilitator: _____

Service Facilitator's Phone Number: _____

_____ I choose Public Partnership, LLC (PPL) to be my 2011 Fiscal/Employer Agent (F/EA).

Signed: _____

Relationship: _____

Date: _____

This request must be faxed or mailed to PPL as soon as possible and must be received by December 1, 2010. Late requests will not be processed.

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6 Admirals Way
Chelsea, MA 02150