



Pat Quinn, Governor


Illinois Department of Human Services

Grace Hong Duffin, Acting Secretary

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

## MEMORANDUM

TO: Executive Directors  
HBS Service Facilitation Agencies  
Individual Service and Support Advocacy Agencies

FROM: Lilia Teninty, Director   
Division of Developmental Disabilities

DATE: October 26, 2010

RE: Selection Time for Fiscal Employer Agencies

Individuals enrolled in the Home-Based Support Services (HBS) Program now have two Fiscal Employer Agents (F/EAs) to choose from for payroll services for their privately hired personal support workers. The Department is mailing a letter to families and individuals informing them of this change. We have attached a copy for your reference.

Through a competitive award process, the Department of Human Services reselected Avenues to Consumer Employer Services and Support (ACES\$) to continue as an F/EA. The Department has also selected Public Partnerships, LLC (PPL) to provide F/EA services.

Please ensure that you and your staff familiarize yourself with the information contained in the attached letter, as well as with the request document accompanying it, so that you can provide any needed assistance to the people you serve.

If someone you serve transfers to PPL, please be aware that ACES\$ will provide payroll for the final time for the December 1 – 15 pay period. If there are issues for this pay period or any prior pay period, you and the individuals must work with ACES\$ to resolve them. PPL will provide payroll for December 16 – 31. If there are issues for this period or any following payrolls, you and the individuals must work with PPL to resolve them.

If an individual transfers to PPL, a service authorization for each F/EA will be required for December 2010. One service authorization will be needed for ACES\$ for the first pay period. Another service authorization will be needed for PPL for the second pay period. Finally, a new service authorization will be required for PPL for the full months beginning in January.

Thank you for your attention to this matter. If you have questions or concerns, please contact George Dirks at 217-782-9536 or Dave Adden at 217-524-0848.

Attachment