



Administrative Directive

TRANSMITTAL: 25 OHIP/ADM-02

TO: Commissioners of Social Services **DIVISION:** Office of Health Insurance Programs

DATE: 24 March 2025

SUBJECT: Consumer Directed Personal Assistance Program (CDPAP) Statewide Fiscal Intermediary (SFI) Payment Policy for Late Registrants

SUGGESTED DISTRIBUTION:	Director of Social Services Medicaid Staff Home Care Staff Fair Hearing Staff
CONTACT PERSON:	Division of Program Development and Management (518) 474-5888 statewideFI@health.ny.gov
ATTACHMENTS:	None

FILING REFERENCES

Previous Ref. ADMs/INFs	Releases Cancelled	Dept. Regs. Law	Soc. Serv. & Other	Manual Ref	Misc.

I. PURPOSE

The purpose of this ADM is to provide guidance on defining the process and acceptance criteria for handling payments for Personal Assistants (PAs) in the CDPAP for hours worked in April before full SFI registration is complete.

II. BACKGROUND

The State Fiscal Year 2024-25 Enacted Budget amended Social Services Law Section 365-f (4- a) to require the Commissioner of Health to contract with a single SFI to provide fiscal

intermediary services to CDPAP consumers. In response to this legislative requirement, the Department of Health (the Department) issued Request for Proposals (RFP) [#20524](#) New York State Fiscal Intermediary Services on June 17, 2024.

Public Partnerships LLC (PPL) was selected as the SFI vendor and effective April 1, 2025, will be the only entity authorized to provide fiscal intermediary services for the CDPAP per Social Services Law section 365-f. See the announcement [here](#).

Introduction

The purpose of this ADM is to provide guidance for the pay of CDPAP PAs under the SFI for hours worked in April, when the consumer or PAs registration process was not complete. It provides clarity on how the SFI will process payments once a PA is fully onboarded, and an authorization is in place. The policy ensures that payments are handled consistently and in compliance with employment and payroll regulations. It outlines the conditions under which payment may be issued, including verification of the PA's eligibility, completion of all required documentation, and confirmation that an authorization is in place for the service period.

Definitions

The definitions in [18 NYCRR 505.28\(b\)](#) are incorporated into this policy and will retain their respective meanings as articulated there. Any conflicting interpretations or alternative definitions will be clearly delineated within this policy.

III. Program Implications and Required Actions

Retroactive Payments for Consumers with Prior Authorizations Effective for PPL on 4/1/2025

For April, consumers who have prior authorizations with PPL with an effective date of 4/1/2025 but who do not have a complete registration in PPL@Home (i.e. either the consumer and/or their personal assistant(s) are not in the PPL system or have pending items to complete) may have their payroll processed on the next payroll cycle after they complete their registration in accordance with this Policy—even if the services were performed between 4/1/25 and the date on which the registration was complete.

Prior to the payroll being processed, the following requirements must be met:

1. The consumer must have a valid prior authorization for PPL as their fiscal intermediary effective for all dates of service.
2. The consumer must have completed registration with PPL, including having a signed and validated Memorandum of Understanding (MOU).
3. Each personal assistant requesting payment must have completed all registration processes with PPL, including submitting all required documentation for employment and passing required reviews (i.e. I-9 processing).

Personal assistants who submit their timesheets electronically in accordance with this Policy will have their payroll processed according to the schedule of time sheet submission dates and the corresponding payroll posting dates found here: <https://pplfirst.com/wp-content/uploads/2025/03/NY-CDPAP-Pay-Schedule-2025.pdf>. Please note that paper timesheet submissions may delay payroll processing one week beyond this schedule.

Any consumer or personal assistant who does not complete their registration process by April 30th and submit their timesheets by the posted timeline will not be eligible for retroactive payment.

PAs will submit their time via a manual entry into Time4Care. Access to Time4Care, as well as user instructions, will be provided upon completion of registration. Consumers will approve hours in Time4Care. If the consumer and/or PA are not able to access Time4Care, they may request a one-time exemption to use the paper timesheet process. (Note: if the consumer and/or PA meet the criteria for an on-going exemption, they may continue to use the paper timesheet process).

PPL will then submit claims, as well as process payment and payroll issuance according to contract terms and processes.

Administrative Services PMPM Billing

After payment is issued for a retroactive payment, PPL will invoice the Department an administrative services per member per month charge for the month of the date of service.

IV. Effective Date

This ADM is effective for the month of April 2025.