



How to Submit a Referral to the FMS



When to Submit a Referral

The Participant...

- 1 Would like to direct their own services via the V/FEA model.
- 2 Is approved for a waiver (Community, Consolidated, or P/FDS).
- 3 Has an approved authorization in HCSIS.
- 4 Can manage their services, or a CLE has been appointed.

→ [PDS Roles & Responsibilities](#)

If a Participant is interested in participant direction and is approved for the Community, Consolidated, or Person/Family Directed Support (P/FDS) waivers, the Supports Coordinator (SC) or Administrative Entity (AE) can submit a referral to Public Partnerships LLC (PPL).

To submit the referral into PPL's MyAccount system, the SC will need information for the Participant, Common Law Employer (CLE) if applicable, and the Support Service Professional (SSP). The CLE is an unpaid person who assists the Participant in managing their services.

Helpful Tips

- 💡 Employer-related duties must be completed by the Participant or a CLE when identified. SSPs cannot act as the CLE.
- 💡 The CLE must be 18 or over and cannot have a legal guardian.
- 💡 The contact information (email addresses/phone number) for the Participant/CLE and SSP must be unique from one another.
- 💡 A minor cannot represent themselves; they must have another individual listed as the CLE:
 - Participant Name
 - Participant's Date of Birth
 - Participant's Last 4 Digits of SSN

Steps to Submit a Referral in MyAccount

- 1 Log into MyAccount
- 2 Click the **Enrollment Dashboard** tile
- 3 Click **Create a New Referral**
- 4 Click **Create Referral**
- 5 Enter the Participant information:
 - Social Security Number
 - Email address
 - Mobile number
 - Medicaid ID
- 6 Click **Check**
- 7 Enter the required information for the Participant, CLE (if applicable), and SSP

***Please note that you will need to use legal names for the Participant/CLE (if applicable), and SSP; as well as their email addresses, phone numbers, and addresses**





Pennsylvania Office of Developmental Disabilities

How to Submit a Referral to the FMS



Once submitted a PPL Enrollment Specialist will reach out to the Participant or CLE to assist with their enrollment.



If you have any questions along the way, please reach out to our Customer Service team → **1-800-249-0861**

Visit our website ([PA ODP](#)) for more information, including the items below:

- My Account guide
- Enrollment Checklists
- Additional Resources

You can also register for PPL's monthly SC/AE training!