



## Requirements and Timeframes for Updated Common Law Employer and Managing Employer Agreements in the Office of Developmental Programs (ODP) Participant-Directed Services **ODP Announcement 26-051**

### **AUDIENCE:**

Common Law Employers (CLE) in the Vendor Fiscal/Employer Agent Model (VF/EA)

Agency With Choice (AWC) providers

AWC Managing Employers (ME)

All other interested stakeholders

### **PURPOSE:**

To notify stakeholders that ODP has updated the Common Law Employer Consent Form for CLEs and the Managing Employer Agreement Form for MEs, and has established timeframes for review and signature of the updated agreements.

### **DISCUSSION:**

A signed Common Law Employer Consent Form or Managing Employer Agreement Form is a condition of participation in ODP's participant-directed services models.

ODP has updated the CLE and ME agreements to clarify, among other changes, the number of hours per week a Support Service Professional (SSP) may be scheduled to provide services and the number of hours per week relatives may be scheduled to provide services. ODP has also updated the CLE and ME agreements to require that CLEs and MEs ensure that all Waiver services provided by an SSP are provided in Pennsylvania and states contiguous to Pennsylvania.

All agreements signed prior to May 8, 2026 will be considered null and void by ODP as of August 6, 2026. Failure to submit a new Common Law Employer Consent Form or



Managing Employer Agreement Form to the responsible Financial Management Services (FMS) vendor will require corrective action and may result in termination of the CLE or ME.

**For CLEs**

Public Partnerships LLC (PPL) will contact CLEs with instructions on how to review, sign, and submit the revised Common Law Employer Consent Form. CLEs must follow the instructions provided by PPL to complete this process. CLEs must sign and submit the updated Common Law Employer Consent Form to PPL within 90 days of the date of this announcement.

**For MEs and AWC Providers**

AWC providers will contact their respective MEs with instructions on how to review, sign, and submit the revised Managing Employer Agreement Form. If an AWC uses its own agreement, the agreement must include all required elements established in the ODP AWC model agreement. AWCs are responsible for ensuring that all ME agreements are signed and submitted within 90 days of the date of this announcement.

CLEs and MEs should confirm that their contact information is up to date with PPL or the AWC so they can receive instructions and return the updated agreement on time.

CLEs should contact PPL and MEs should contact their AWC after receiving instructions if they have questions about the agreement or how to complete it.

General questions about this communication may be directed to ODP at [RA-PWODPPDS@pa.gov](mailto:RA-PWODPPDS@pa.gov) or the appropriate ODP Regional Office.