

New Request for Payment Form and Updated Guidance on Vendor Billing Through Public Partnerships

NEW Request for Payment Form

The Vendor Invoice and Goods & Services Payment Request Form are now combined in a single form – the **Request for Payment**. The new form can begin to be utilized immediately, and will be available on PPL’s NJDDD website and in iRecord by September 3.

1. The term **Vendor** replaces the terms *Agency* and *Qualified Provider*.
2. The Request for Payment form requires two valid signatures:
 - a. the individual served, Employer of Record, or Authorized Representative **on file** with PPL
AND
 - b. the vendor
3. An **Authorized Representative Form** must be on file with PPL for anyone signing a Request for Payment as the Authorized Representative—***this includes the individual’s legal guardian.***

Old Vendor Invoices and Goods & Services Payment Request Forms will be accepted through October 16, 2019. Old invoices/forms submitted after October 16 will be rejected.

Updated Guidance on Vendor Billing

- Services are authorized in whole-number units (1, 2, etc.) and must be billed in whole-number units. Fractions of units (1.5, 2.75, etc.) will not be paid.
- A vendor quote/invoice/receipt must be included with any Request for Payment. Request for Payment forms submitted without vendor quote/invoice/receipt will not be processed, and PPL will notify the individual served, Employer of Record or Authorized Representative, and the vendor to resubmit with correct documentation.
- The total payment requested on the Request for Payment must match the receipt total.
- PPL will not make any changes to a Request for Payment. Request for Payment forms submitted with missing or invalid signatures and/or missing or incorrect information will not be processed, and PPL will notify the individual served, Employer of Record or Authorized Representative, and the vendor to resubmit with corrected signatures/information.
- **It is the responsibility of the individual or his/her Authorized Representative to complete the Request for Payment, obtain the appropriate signatures, and submit for payment.**
 - Alternatively, the vendor may complete and submit the Request for Payment, as long as the individual/Authorized Representative has reviewed and signed the completed form.
 - Please note that **it is not the responsibility of an individual’s Support Coordinator** to complete, sign, or submit a Request for Payment.

The new **Request for Payment** and revised **Authorized Representative Form** are included here and will be available on PPL’s NJDDD website, under both the Program Documents and Vendor Information tabs:

www.publicpartnerships.com/programs/newjersey/ddd/index.html

Questions can be directed to one of the following:

- Public Partnerships Customer Service: 844.842.5891 or njddd-cs@pcgus.com
- DDD Fee-for-Service Helpdesk: DDD.FeeForService@dhs.state.nj.us