



State of Louisiana

Louisiana Department of Health
Bureau of Health Services Financing
Office for Citizens with Developmental Disabilities
Office of Aging and Adult Services

MEMORANDUM

OAAS-R-16-001

TO: OAAS/OCDD Self-Direction Participants

FROM: Mark A. Thomas, OCDD Assistant Secretary
Tara A. LeBlanc, OAAS Assistant Secretary
Jeanne LeVelle, Medicaid Section Chief

DATE: September 1, 2016

RE: Transition to the New Fiscal Employer Agent (FEA) - PALCO

PALCO, the new Fiscal Employer Agent (FEA), recently sent you a welcome letter and a new enrollment packet so your self-direction services can be transferred to PALCO. Due to the recent flooding event, we understand that some of you may have some difficulty filling out some of the forms and getting them back to us by the September 12, 2016 deadline.

To simplify the process and mitigate some of the work, we are reducing the number of documents that need to be completed and transferred to PALCO.

Listed below are the **ONLY** documents that are required so you can transfer to PALCO:

Employer Enrollment Packet	
Participant Enrollment Form	Employer to sign and date the form.
Designation of a Representative	Employer to complete the form.
Employer/Payer Appointment of Agent	Employer to complete the form.
Tax Information Authorization	Employer to complete the form.
Authorization Agreement	Employer to sign and date the form.
Employer Service Agreement	Employer to sign and date the form.
Notice of Privacy Practices	Employer to sign and date the form.

Worker Employment Packet	
Direct Deposit Authorization Agreement	Employee to complete the form.
Exemptions Worksheet	Employer and Employee to sign and date the form.

Please complete these documents and return them to PALCO by September 12, 2016 via email, fax or mail. If you think that you will have problems meeting this deadline or if you have questions about completing any of the forms listed above, please contact the PALCO Customer Support Team at 1-866-710-0456 for assistance.

If you have any further questions or would like to speak with someone in OCDD or OAAS, please contact your Local Governing Entity (LGE), Tanya Murphy with OCDD Central Office, or OAAS Regional Office. Contact information is included on the attached pages.

- c: BHSF Medicaid Program Support and Waivers
OAAS Support Coordination Agencies
OCDD Support Coordination Agencies
Local Governing Entity (LGE) Offices
OCDD Central Office Staff
OAAS Regional Offices

Attachments