

# Illinois DD Self-Direction Program

## PUNS Waitlist Frequently Asked Questions



### Getting Ready

#### What is the PUNS list?

PUNS stands for *Prioritization of Urgency of Need for Services*.

It is the waiting list for people who want services through the Illinois Division of Developmental Disabilities (DDD).

Being on the PUNS list means you are waiting to be invited to start services.

#### What happens when my name is selected?

When funding becomes available, you will be contacted by your Independent Service Coordinator (ISC).

You will then begin the enrollment process for the Self-Direction program.

#### What is Self-Direction?

Self-direction means **you** are in charge of your services.

You decide:

- Who supports you
- When they work
- What help you receive

You are the **Employer** of the people who support you.

#### What is ACES\$?

ACES\$ is the **Financial Management Services (FMS)** provider for Illinois DD Self-Direction.

ACES\$ is required for this program.

ACES\$ helps with:

- Paying your workers
- Handling payroll taxes
- Processing timesheets
- Making sure program rules are followed

You focus on your life — ACES\$ handles the paperwork.

#### Who can I hire?

You can hire:

- Friends
- Family members (with some limits)
- People you know
- People you recruit

They are called **Personal Support Workers (PSWs)**.

**We can be independent  
When we do it together**

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### How It Works

#### What are the requirements for being a PSW?

All Personal Support Workers must:

- Be at least 18 years old
- Pass background checks
- Complete required forms
- Be enrolled with ACES\$ before working
- Follow program rules

ACES\$ will guide you and your workers through this process.

#### How do PSWs get paid?

PSWs are paid through ACES\$.

PSWs must report the time they work using **Electronic Visit Verification (EVV)** or the ACES\$ Online portal. When shifts are approved by the Employer ACES\$ issues payment according to the payroll schedule.

#### What is Electronic Visit Verification (EVV)?

EVV is a system that collects:

- When a worker starts and finishes their shift
- Where the services took place
- Who the services were provided for

Workers download the EVV app on their phone and use it to record when they work.

#### What if my PSW lives with me?

If your Personal Support Worker lives in the same home as you, they may qualify for a **live-in exemption** from EVV.

This means they do not need to use the EVV app. Instead, they can enter their time directly online in the ACES\$ portal.

ACES\$ will help decide if the live-in exemption applies.

#### What happens when I am ready to enroll?

Once you are approved to start the program:

1. You will be set up with ACES\$ by completing enrollment paperwork.
2. Your workers will complete enrollment forms.
3. ACES\$ will help make sure you and your workers are ready to record, submit and approve shifts worked and get paid.
4. You will have support every step of the way.

#### Important Contact Information

When you are approved to begin services and are ready to enroll with ACES\$ contact:

**ACES\$ Illinois**  
**1-877-223-7781**  
**SupportIL@mycil.org**

They will help you:

- Start your ACES\$ enrollment
- Enroll your workers
- Set up payroll and EVV

## Definitions

**Consumer:** The person receiving services through the DDD Self-Direction program.

**Employer:** The Participant (or their representative) who hires, trains, and supervises workers.

**Personal Support Worker (PSW):** The person who provides hands-on support and assistance to the Participant.

**ACES\$ Financial Management Services (FMS):** The organization that handles payroll, taxes, and required paperwork for self-directed services.

**Electronic Visit Verification (EVV):** A system used to track when, where, and for whom services are provided so workers can be paid correctly.