



## The way you get paid is changing!

### What is changing?

In early 2016, **Individual ProviderOne (IP1)** will replace the Social Service Payment System (SSPS) that you currently use.

### What will be different? You will be able to:

- Submit timesheets online using your personal or borrowed
  - Computer
  - Tablet
  - Smartphone
- Submit timesheet by toll free fax
- Submit timesheet by mail\*
- Receive payment by direct deposit, debit card or paper check

### Where can I find a fax machine?

- Grocery store/convenience store, tribal center, library, office supply store

### What are new payment deadlines?

- You must submit your timesheet the day after the pay period ends (Timesheets received after deadline will be paid in the next pay period more than 14 days later)

### How can I prepare?

- Watch for more information about Individual ProviderOne every month attached to your SSPS invoice
- Return forms you will receive in the welcome packet in the fall of 2015
- Complete training to learn to use Individual ProviderOne
  - Online
  - Printed
  - In-person

**Questions?** Email: [IPCommunications@HCA.wa.gov](mailto:IPCommunications@HCA.wa.gov). You will receive updates attached to your SSPS invoice. *SSPS cannot answer* any questions about the new payment system. Website: [www.ipone.org](http://www.ipone.org)

## Pay Period Example

New Individual ProviderOne (early 2016)	
You report hours for January 1 <sup>st</sup> -15 <sup>th</sup> by submitting your timesheet	January 16 <sup>th</sup> deadline
Individual ProviderOne mails paycheck or sends it to direct deposit or debit card for January 1 <sup>st</sup> -15 <sup>th</sup> hours.	February 1 <sup>st</sup> (or next business day)
You report hours for January 16 <sup>th</sup> -31 <sup>st</sup> by submitting your timesheet	February 1 <sup>st</sup> deadline
Individual ProviderOne mails paycheck or sends it to direct deposit or debit card for January 16 <sup>th</sup> -31 <sup>st</sup> hours.	February 16 <sup>th</sup> (or next business day)

**\*Mailing a paper timesheet may delay payment! If you cannot submit your timesheet online, locate a nearby fax machine now.**