

Attendant/ Employee Paperwork Checklist

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A complete attendant packet, along with a clear copy of a Non-expired Photo ID and Social Security Card, must be received by DCAI before a background screening can be completed. The potential attendant & consumer will receive a call from our office once a background is completed.

NOTE: Anything highlighted in Green is for the consumer to complete as the employer.

- ____ Employee/Attendant Hourly Rate Form (Consumer/Employer Completes)
- ____ Attendant/Employee Application
- ____ Statement of Confidentiality
- ____ Authorization for Release (Attendant/Employee completes)
- ____ Direct Deposit of Payroll Authorization
- ____ FCSR Workers Registration
- ____ Federal W-4
- ____ State W-4
- ____ Form I-9 (Signed by attendant/employee in section 1 and signed by consumer employer in section 2)
- ____ Clear copy of Employee's Social Security Card
- ____ Clear copy of Employee's Non-expired Photo ID
- ____ OHCDS Contract (Signed by both attendant/employee and consumer/employer; see last page for signatures)

If you have any questions while completing this packet, please call Payroll Fiscal Agent @ 1-866-797-6080.

Please note: If you have any questions regarding the completion of W-4's, please contact your tax preparer