

Attendant/Employee Paperwork Checklist

PLEASE CALL 866-797-6080 TO HAVE YOUR BACKGROUND RAN BY DCAI.
NO ATTENDANT/EMPLOYEE IS PAYABLE PRIOR TO HAVING BACKGROUND RAN THROUGH
THE FCSR FOR EACH CONSUMER ON THE CDS PROGRAM.

The following documents must be returned to DCAI completed and signed before attendant/employee can be set up and paid for services provided to this consumer/employer. If possible please keep forms stapled and in order.

For help with any of the following forms please refer to informational packet attached to attendant packet

- _____ Page 1 Employee/Attendant hourly Rate Form
- _____ Page 2-3: Attendant/Employee Application
- _____ Page 4: Statement of Confidentiality
- _____ Page 5: Authorization of Release of Health Information
- _____ Page 6: Direct Deposit Authorization
- _____ Page 7: FCSR Worker Registration
- _____ Page 8: Federal W-4
- _____ Page 9: State W-4
- _____ Page 10: Form I-9 (signed by both attendant/employee and consumer/employer)
- _____ A copy of Employee Social Security Card
- _____ Second form of ID (ie: Driver's License):
 - _____ Please refer to page 11 in packet for complete list
- _____ Page 12-13: 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 @ 866-797-6080*