

# Attendant/Employee Paperwork Checklist

PLEASE CALL 866-797-6080 TO HAVE YOUR BACKGROUND RUN BY DCAI.  
NO ATTENDANT IS PAYABLE PRIOR TO HAVING BACKGROUND RUN 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 Change Request
- \_\_\_\_\_ Page 2-3: Attendant/Employee application
- \_\_\_\_\_ Page 4: Statement of Confidentiality
- \_\_\_\_\_ Page 5: Authorization of Release of Health Information
- \_\_\_\_\_ Page 6: Direct Deposit Authorization:
  - Include VOIDED check if using bank account
- \_\_\_\_\_ Page 7: Pay Card Consent Form for Comdata (if applicable)
- \_\_\_\_\_ Page 8: FCSR Worker Registration
- \_\_\_\_\_ Page 9: Federal W-4
- \_\_\_\_\_ Page 10: State W-4
- \_\_\_\_\_ Page 11: Form I-9 (signed by both attendant/employee and consumer/employer)
- \_\_\_\_\_ A copy of Social Security Card
- \_\_\_\_\_ Second form of ID (ie: Driver's License):
  - Please refer to page 12 in packet for complete list*
- \_\_\_\_\_ Page 13-15: 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*