

New Employee Checklist

Medically Complex Children's Waiver

The following is a list of the forms and documents we need you to return to our office, *before* your new employee may begin to work.

For the Skill Respite:

- W-4** (2018 Version)
- I-9** Employment Eligibility Verification
 - Page 1 is signed by the employee,
 - Page 2 is signed by the employer.
- Clear Photocopy of the **employee's Social Security Card**
- Clear Photocopy of the **employee's Driver's License**
- Current **RN Licensure**
- Basic **CPR Certification**
- Criminal History Report** results
- Proof of a **Nursing Malpractice Insurance**/Individual Professional Liability Insurance
- Completed MCCW Self-Directed Services **Employment Agreement**
- Direct Deposit Form** (Optional)
 - Attach a voided check, or routing and account number.

Please make copies of all the forms to keep for your records.

For Routine Respite:

- W-4** (2018 Version)
- I-9** Employment Eligibility Verification
 - Page 1 is signed by the employee,
 - Page 2 is signed by the employer.
- Clear Photocopy of the **employee's Social Security Card**
- Clear Photocopy of the **employee's Driver's License**
- Basic **CPR Certification**
- Criminal History Report** results
- Completed MCCW Self-Directed Services **Employment Agreement**
- Direct Deposit Form** (Optional)
 - Attach a voided check, or routing and account number.

Please verify with our office that complete paperwork has been received.

Do not have employees start until Leonard Consulting has received complete paperwork.

Timesheets:

- Include date, service code, Start & End times, pay rate, and explanation of service.
- Timesheets are signed by both employer and employee.
- Timesheets for the 1st – 15th are due by the 19th
- Timesheets for the 16th – End of the Month are due by the 4th

If you have any questions, please contact our office.

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