

➔ **Do not** have new employees work until Leonard Consulting has recorded all required paperwork and the Background Screening Application is entered in the Office of Licensing's DACS System.

➔ The 30-day SUPERVISED grace period for new employees does not start until our office has received all required paperwork and gives the employer a start date.

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

We need the following from the employee:

- **W-4** (2021 Version)
- **I-9** Employment Eligibility Verification
Page 1 is signed by the employee,
Page 2 is signed by the employer.
- **Background Screening Application***
(September 2019 Version, Only Accepted)
Sections 1 – 5 are completed and signed by the employee. Everything below "To be Completed by Program Representative" is filled out by Leonard Consulting.
➔ Use the YOUTH September 2019 form, for employees under 18 years old.
- Clear Photocopy of the **employee's Social Security Card**
- Clear Photocopy of the **employee's current Driver's License** (or State ID)
- **2-9 EA January 2021** Employment Agreement
Each page needs to be initialed by the employee. Fill in the pay rate. The last page is signed by the employee and employer.
- **Direct Deposit Form** (Optional)
Attach a voided check, or routing and account number.
- 2-9C / Code of Conduct are for your records, and are to be reviewed by your support coordinator.

**All employees, 18 years old and older, including family members, will need to complete LiveScan, after submitting the BCI Form, driver's license and social security card to our office. No Fingerprint cards are accepted.*

Employees: Take the LiveScan Fingerprint Authorization Form and continue the process at one of the approved locations.

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

EVV/Therap:

➔ Please see attached.

Do not have employees start until Leonard Consulting has recorded a complete background screening application & paperwork.

Leonard Consulting, LLC
370 E. South Temple, Ste. 300
Salt Lake City, UT 84111
801-359-4699
801-359-4698 (fax)
leonardconsultingllc.com