

➔ **Do not** have new employees work until the Background Screening Application is received by the Office of Licensing and Leonard Consulting has received and recorded all required paperwork.

➔ The 30-day SUPERVISED grace period does not start until the Office of Licensing has received the Background Screening Application.

**We need the following from the employee:**

- ❑ **W-4** (2018 Version)
- ❑ **I-9** Employment Eligibility Verification  
Page 1 is signed by the employee,  
Page 2 is signed by the employer.
- ❑ **Background Screening Application**  
(Dec. 2016 Version)  
Sections 1 – 4 are completed and signed by the employee. Everything below “To be Completed by Program Representative” is filled out by Leonard Consulting.
- ❑ **2 -two- Fingerprint Cards\***
- ❑ Clear Photocopy of the **employee’s Social Security Card**
- ❑ Clear Photocopy of the **employee’s Driver’s License** (or State ID)
- ❑ **2-9 EA** 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, need to get 2 hard fingerprint cards. Fingerprints should be taken at the employee’s local police department.*

We can reimburse the employee up to \$16 for fingerprinting, if they attach the receipt to the fingerprint cards.

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

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 1<sup>st</sup> – 15<sup>th</sup> are due by the 19<sup>th</sup>

➔ Timesheets for the 16<sup>th</sup> – End of the Month are due by the 4<sup>th</sup>

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

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