

➔ **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** (2017 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 – 5 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, 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.

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