Applicant Data & Payroll Information Form

Direct: 1.866.252.6871 | Fax: 1.888.272.2236
Submittal/Questions: FMSNewHirePackets@thearcccr.org
Open a Customer Service Ticket: thearcselfdirection.zendesk.com/
Website: thearcccr.org/self-directed-services/

Assistance Note: If you need assistance completing this packet, please reach out to The Arc Central Chesapeake Region at the contact info listed above. Thank you!

Participant Name: _____

(Name of individual to whom you will be providing services.)

Applicant's relationship to the Participant: _____

APPLICANT DEMOGRAPHICS - *Print clearly and legibly. Use applicant's <u>legal</u> name and avoid use of nicknames or shortened names.*

Last Name: _____ First Name: _____ Middle Initial: _____

Maiden name, nickname, alias (if appliable): _____

The applicant's email and phone number are required to initiate a background screening through our employee onboarding system (Paycom). Please look for an email from Paycom to collect your personal data. Input your data to complete required screening and onboarding as soon as possible. Clearance is contingent upon background screening.

Email: _____

Primary Phone: (_____) _____ Alt Phone: (_____) _____

Last 4 Digits of SSN: _____ *Needed for verification while applicant is in pre-hire status.*

☐ Check this box if you have worked for any previous or current Self-Directed Services Employer who use The Arc as their FMCS

EMERGENCY CONTACTS - *Utilized only in the event that an applicant is seriously ill or injured.*

Emergency Contact Name: _____ Phone Number: _____

APPLICANT QUALIFICATIONS - *Provide copies of all training certifications for the purpose of verification.*

Required for Employment:	Issue Date:	Expiration Date:
CPR Certification		
First Aid Certification		
Support Broker Certification (Support Brokers only)		

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The Arc
Central Chesapeake Region

APPLICANT PAYROLL DATA – **Please enter the service(s) that the applicant is authorized to provide, including the hourly rate of pay for each service.**

Please ensure the services and rate(s) of pay entered below are authorized in the approved plan and budget. A list of all service codes is attached to this document.

Service Codes Codes must be approved in the plan / budget.	Hourly Rate: Should not exceed the approved maximum rate approved in the plan / budget.

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ACKNOWLEDGEMENT AND RELEASE

The completion of the applicant paperwork is to establish an employment relationship between the applicant and the employer, identified as Participant/Employer or their Authorized Representative, if applicable. The employment relationship is not with The Arc Central Chesapeake Region.

By signing below, you acknowledge that you may not be paid for work by The Arc Central Chesapeake Region until all the required application forms and materials have been submitted and processed, and The Arc issues the Participant/ Employer or their Authorized Representative a clearance form for the applicant to begin working. You understand that your employment remains conditional until the clearance form is issued.

By signing below, you acknowledge that all information provided within the employment packet is true and accurate. Further, you agree that a facsimile (fax), electronic or photographic copy of the employment packet documents shall be as valid as the original documents.

Clearance is contingent upon receipt of fully complete new hire paperwork, fulfillment of training requirements, and receipt of clear background screening results.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____

Participant/Authorized Representative (please print): _____

Participant/Authorized Representative: _____ Date: _____

Service Codes

Please note only codes authorized in an approved annual PCP and budget can be added to an Employee's Evvie account.

Personal Supports:

PS - Staff 1:1 Wages
PS - Staff 2:1 Wages
PS - Training Wages
PS – Paid Time Off
PS - Paid Holidays Off
PS - Overnight Staff 1:1 Wages
PS - Overnight Staff 2:1 Wages
PS - Staff 1:1 Working Holiday Hours 1.5x
PS - Staff 2:1 Working Holiday Hours 1.5x
PS - Staff 1:1 Working Holiday Hours 2.0x
PS - Staff 2:1 Working Holiday Hours 2.0x
PS - Sick & Safe Wages

Personal Supports Enhanced:

PS Enhanced - Staff 1:1 Wages
PS Enhanced - Staff 2:1 Wages
PS Enhanced - Training Wages
PS Enhanced – Paid Time Off
PS Enhanced - Paid Holidays Off
PS Enhanced - Overnight Staff 1:1 Wages
PS Enhanced - Overnight Staff 2:1 Wages
PS Enhanced - Staff 1:1 Working Holiday Hours 1.5x
PS Enhanced - Staff 1:1 Working Holiday Hours 2.0x
PS Enhanced - Staff 2:1 Working Holiday Hours 1.5x
PS Enhanced - Staff 2:1 Working Holiday Hours 2.0x
PS Enhanced - Sick & Safe Wages

Community Development Services:

CDS - Staff 1:1 Wages
CDS - Staff 2:1 Wages
CDS - Training Wages
CDS - Paid Time Off
CDS - Paid Holidays Off
CDS - Staff 1:1 Working Holiday Hours 1.5x
CDS - Staff 1:1 Working Holiday Hours 2.0x
CDS - Staff 2:1 Working Holiday Hours 1.5x
CDS - Staff 2:1 Working Holiday Hours 2.0x
CDS - Sick & Safe Wages

Employment Services:

ES - Ongoing Job Supports - Staff Wages
ES - Training Wages
ES - Paid Time Off
ES - Paid Holidays Off
ES - Staff Working Holiday Hours 1.5x
ES - Staff Working Holiday Hours 2.0x
ES - Sick & Safe Wages

Day-to-Day Administrator:

Day-to-Day Admin - Wages
Day-to-Day Admin - Training Wages
Day-to-day Admin - Paid Time Off
Day-to-day Admin - Paid Holiday Off
Day-to-Day Admin - Staff Working Holiday Hours 1.5x
Day-to-Day Admin - Staff Working Holiday Hours 2.0x
Day-to-Day Admin - Sick & Safe Wages

Nursing Support Services:

Nursing - Staff Wages
Nursing - Paid Time Off
Nursing - Paid Holidays Off
Nursing - Staff Working Holiday Hours 1.5x
Nursing - Staff Working Holiday Hours 2.0x
Nursing - Sick & Safe Wages

Respite:

Respite - Staff 1:1 Wages
Respite - Staff Training Wages
Respite – Paid Time Off
Respite - Paid Holidays Off
Respite - Staff 1:1 Working Holiday Hours 1.5x
Respite - Staff 1:1 Working Holiday Hours 2.0x
Respite - Sick & Safe – Wages

Support Broker:

SB - Staff Wages
SB - Training Wages
SB - Paid Time Off
SB - Paid Holidays Off
SB - Staff Working Holiday Hours 1.5x
SB - Staff Working Holiday Hours 2.0x
SB - Sick & Safe Wages