

TRANSFER REQUIREMENTS

Thank you for choosing The Arc of Central Chesapeake Region as your FMCS. Outlined below is a quick guide for a smooth employee transfer process.

For the FMCS provider transfer, participants must complete the most current version of the Self-Directed Services Budget Sheet. If the participant's current Budget Sheet uses an outdated version, a new Budget Sheet must be completed. A transfer budget must be in place before an employee clearance can be issued. Refer to the [DDA Self-Directed Services Manual](#) for additional information.

All transferring employees must submit the following items to the participant for review and signature. Once reviewed and signed, the participant or designated team member will submit the documents to FMSNewHirePackets@thearcccr.org for compliance review and processing. Transferring employees may not begin working until a clearance form is submitted to the team with an official start date. This means they will not be paid for work conducted prior to receiving clearance. Note: transfer dates may differ from clearance dates.

PARTICIPANT REVIEW / SUBMIT

- Fully completed [New Hire Packet](#)
 - Applicant Data & Payroll Form must include the employer's name
 - Ensure that applicant has completed all fields on each form
 - Ensure that both the applicant and participant have signed all forms
- Include a copy of the applicant's CPR and First Aid certifications
 - Both CPR and First Aid must have in-person components to each training
- Include a copy of a voided check or bank letter
 - Must include applicant's name, bank name, account number and routing number for each direct deposit account

TRANSFER PROCESS

- Once the packet is received and an initial review is completed by The Arc, a criminal background link will be sent to the applicant from Paycom; the link must be completed and submitted by the applicant within 6 days to avoid expiration
 - Receiving background results is only one component of the transfer process; applicants are not automatically cleared upon receipt of the results
- An initial email will be sent to the participant and their team members to acknowledge receipt of the new hire paperwork and to communicate any outstanding items
- Additional updates will be consistently communicated to the participant and their team throughout the onboarding process by email; submitting all documentation at once will help expedite the transfer process
- Once we receive all documentation, including the background results, a final audit will be performed by our Clearance Review team, and then a clearance form will be issued to the participant and their team by email; this form will include the effective date that the employee may start working
- Access to punch hours in Evvie will be granted once clearance has been issued
 - Applicants are not authorized to work until the clearance letter is issued

RESOURCES

[Self-Directed Services Website](#)