



# Applicant Data & Payroll Information Form

Direct: 1.866.252.6871 | Fax: 1.888.272.2236

Submittal/Questions: [FMSNewHirePackets@thearcccr.org](mailto:FMSNewHirePackets@thearcccr.org)

Open a Customer Service Ticket: [thearcselfdirection.zendesk.com/](https://thearcselfdirection.zendesk.com/)

Website: [thearcccr.org/self-directed-services/](https://thearcccr.org/self-directed-services/)

**Assistance Note:** Please ensure that all fields are completed in full. 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 the employer you will be providing services for.)

**Applicant's relationship to the Participant:** \_\_\_\_\_

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

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

Maiden name, nickname, alias (if applicable): \_\_\_\_\_

*The applicant's email and phone # are required to initiate a background screening through our onboarding system Paycom. Please look for an email from Paycom, and submit the required information upon receipt to avoid onboarding delays. Clearance is contingent upon receipt of background screening results, training certifications, and fully completed new hire paperwork.*

**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 with the new hire packet.*

*Please note that both CPR and First Aid must include in-person skills assessment testing for compliance.*

| Required for Employment:                               | Issue Date: | Expiration Date: |
|--|-------------|------------------|
| CPR Certification                                      |             |                  |
| First Aid Certification                                |             |                  |
| Support Broker Certification<br>(Support Brokers only) |             |                  |

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**APPLICANT PAYROLL DATA** - Participant, please enter the service(s) that the applicant is authorized to provide, including the hourly rate of pay for each. Service codes are located on pages 4 and 5 of this form.

Please ensure the services and rate(s) of pay entered below are authorized in the approved plan and budget.

| <b>Service Codes</b><br>Codes must be approved in the plan / budget. | <b>Hourly Rate:</b><br>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, trainings, and other required documents 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 and may not start working until the clearance form is issued with an official work start date.

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: \_\_\_\_\_



# Self-Directed Services Service Codes

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Website: [thearccc.org/self-directed-services](http://thearccc.org/self-directed-services)

Open a Customer Service Ticket: [thearcselfdirected.zendesk.com](https://thearcselfdirected.zendesk.com)

## 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
- PS - Staff 2:1 Working Holiday Hours
- 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
- PS Enhanced - Staff 2:1 Working Holiday Hours
- 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
- CDS - Staff 2:1 Working Holiday Hours
- 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  
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  
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  
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  
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  
SB - Sick & Safe Wages