

Self-Direction Employee Credentialing Requirements

The table below shows the Enrollment paperwork that an employee MUST complete in order to be paid for providing Self-Direction services.

Pre-Hire Packet: Division of Health Improvement (DHI) form, copy of identification card (ID), and three fingerprint cards.

Employee Packet: Employee Information Form, Employee Agreement, Transportation Appendix (if performing driving services), Declaration of Relationship, 2012 W-4 (Federal and State), I-9 Form, and Direct Deposit Authorization Form (optional).

SELF-DIRECTON WAIVER SERVICE	Service Code	Pre-Hire Packet	Employee Packet	Transportation Appendix
Community Direct Support/Navigation	H2021	Yes	Yes	No
Employment Supports (includes Job Coach)	T2019	Yes	Yes	No
Homemaker/Direct Support	99509	Yes	Yes	No
Respite – Standard	T1005SD	Yes	Yes	No
Transportation Time	T2007	Yes	Yes	Yes
Transportation Mile	T2049	Yes	Yes	Yes

HELPFUL REMINDERS

- Employer of Record (EOR) documentation must be completed and approved before an employee’s enrollment can be approved and an employee can begin work.
- Employees may not begin working until they have passed their initial Consolidated Online Registry (COR) Background Check (this is included in the Pre-Hire Packet).
- Employees will not be paid until their entire Employee Packet has been processed.
- In order to provide transportation, an employee must have a current driver’s license, vehicle registration and insurance. These documents must be in the employee’s name.
- Please remember that Employees must complete an Employee Agreement before providing services. If an employee’s rate needs to be changed, a new Employee Agreement must be completed and submitted to Xerox (at least 15 days before the beginning of the next pay period). Pay rate changes will become effective on the next pay period.