

➔ **Do not** have new employees work until Leonard Consulting has recorded all required paperwork and the Background Screening Application is entered in the Office of Licensing's DACS System.

➔ The 30-day SUPERVISED grace period for new employees does not start until our office has received all required paperwork.

➔ Please make copies of all forms to keep for your records.

**We need the following from all new caregiver/employees:**

- Background Screening Application\***  
(September 2019 Version, Only Accepted)  
Sections 1 – 5 are completed and signed by the employee. Everything below "To be Completed by Program Representative" is filled out by Leonard Consulting.
- Criminal Background Screening Authorization Form** (Covid-19 Conditional Approval Form)
- Support Coordinator Caregiver Compensation Authorization Form**
- Clear Photocopy of the **employee's Social Security Card**
- Clear Photocopy of the **employee's Driver's License** (or State ID)
- Direct Deposit Form** (Optional)  
Attach a voided check, or routing and account number.

If the caregiver is also the employer:

- W-4**
- I-9**

If the caregiver is not the employer:

- W-4**
- I-9**
- 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.

*\*All employees, including family members, will need to complete LiveScan or fingerprinting after submitting the BCI Form (when locations are open and available).*

*Employees: Take the LiveScan Fingerprint Authorization Form and continue the process at one of the approved locations.*

Timesheets:

Include date, service code, Start & End times, pay rate, and explanation of service.

Timesheets are signed by both caregiver/employee and **client's support coordinator**.

➔ Timesheets for the 1<sup>st</sup> – 15<sup>th</sup> are due by the 19<sup>th</sup>

➔ Timesheets for the 16<sup>th</sup> – End of the Month are due by the 4<sup>th</sup>

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

**No employee can start before April 10, 2020.**

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