



TAKE CHARGE

OF YOUR LIFE

New Hire Package-Employee Qualification, Requirements & Forms

Step 1

Review the Form 1735 Addendum that matches your program(s). This addendum contains all of the current requirements for your employees.

All of the employee forms are available on our website @ aonecds@aoneplushh.com or call our office to have them mailed or emailed to you (972-283-9499)

Step 2

Review the list of forms that are required **BEFORE** your employee can start work:

- Please provide a clear copy of your Identification or Drivers License.
- A clear copy of your Social Security Card.
- Form 1725 Criminal Conviction History and Registry Checks, with clearance conducted by our office (form has a date July 2013 in the upper right hand corner).
- Form 1728-Liability Acknowledgement.
- Form 1729-Applicant Verification (which includes CPR for CLASS & MDCP).
- Form 1734-Certificate of Relationship.
- 1-9 Homeland Security Employability Form.
- If a licensed nurse, we will need form 1747 to verify nursing license and appropriate supervision of LVN.
- Any license professional: we will need to be able to verify a current license. If nursing, employee cannot be paid until the appropriate form 1747 is on file.
- CLASS & MDCP: CPR certification to include choking prevention. CLASS must be hands on training, MDCP training may be online, **but must also include first aid.**

Step 3

CLASS & MDCP

Make sure you review the section on Form 1729 which explains the requirement for a high school diploma or GED, or if one is lacking, what additional documentation you need to obtain from your employee. Note that you may self-certify and that form is included

Step 4

Send in the documents listed in Step 2. Your Service Representative will notify you when your employee is cleared to work. If you do not hear from us within 48 hours please contact the office. Your paperwork may not have been received. Your employee can not work until we have cleared them.

Fax #: **877-845-9231**

Email: aonecds@aoneplushh.com

You will be notified that your employee has or has not passed the background checks. This does not mean they can start work. They must meet all other qualifications before working. If CPR, first aid and choking prevention is a requirement your employee will not be paid for hours worked prior to receiving those certifications. If you are a new client, your employee can not be paid for hours prior to the authorized start of care date.

Step 5

When your potential new hire employee has been cleared to work, send in the remaining required forms;

- 1727-Occupational Exposure to Bloodborne Pathogens
- 1730-Wage and Benefit Plan
- 1731-Employee Work Schedule and Assigned Tasks
- 1732-Management and Training of Service Provider (must provide training details)
- 1732-Addendum EMR Notice to Employee
- 1733-Exemption from Nursing License, review this form. Sign the top section of page 2. If your employee will be providing any of these listed under "Examples" you will need to complete and sign the bottom section on this form
- 1737-Employer and Employee Services Agreement
- 1739-Services Provider Agreement (must mail original form)
- W-4 Form - Withholding Allowance
- Skills Competency Checklist (optional to use with Form 1732 - if used write "see attached detail in Section III" of the Form 1732. Sign and date the Form 1732)
- Direct Deposit Authorization form (must attach a "VOID" check or direct deposit print out from financial institute showing your routing and account number)

Step 6

You have completed Steps 1-6. Can your employee start to work? If you are new to CDS, be sure to verify that your "start date" with CDS has been approved. You can contact the office and speak with your assigned CDS Services Representative (972-283-9499).

Being qualified to work does not mean that your new employee can start work, if your CDS Service plan date has not been approved.

We will process the initial documents in Step 2 within 48 hours (Monday-Friday Non-Holidays) if you have not heard from us within that time frame, please call. Either we have not met our deadline, or some of the required paperwork is missing and we have not been able to contact you.