INSTRUCTIONS FOR Personal Support Worker PACKET

1. **Definition of Commonly Used Terms (2 pages)**
   This document is for information purposes and does not need to be returned.

2. **Personal Support Worker Acknowledgement of Employer (1 page)** ‡
   Line 1: Fill in name of Personal Support Worker.
   Sign this form at bottom as Personal Support Worker.

3. **Application for Employment as Personal Support Worker (1 page)**
   Print personal information at top, read and confirm qualifications, include references as necessary, and sign at bottom.

4. **Agreement between Participant and Personal Support Worker (2 pages)** ‡
   Line 2: Fill in name of Personal Support Worker.
   Page 2: Sign and date as Personal Support Worker.

5. **New Hire Reporting Form (1 page)**
   In "NEW EMPLOYEE NAME AND ADDRESS" section of the form, fill in only one of the two boxes with your name, address, and social security number. The "Date of Hire" must be on or before your first date of paid service.

6. **IMAP Waiver Program Provider form (2 pages)**
   Page 1: On the top line, put PSW name and PSW Social Security number on the line below.
   Page 2: At the bottom of the form where it says "provider," sign, re-write your Social Security number, and date.

7. **IMAP Provider Enrollment Application (2 pages)**
   Page 1: Section A only – please fill in the following boxes:
   - Box 3-Enter PSW name.
   - Boxes 4-8-Enter PSW address.
   - Box 9-enter PSW phone.
   - Box 14-enter PSW Social Security number.

   Page 2: At the bottom of the page, PSW must sign and date and print name..

8. **Form I-9 Employment Eligibility Form (4 pages)** ‡
   Fill out Section 1 with Personal Support Worker information, sign and date section 1.
   Provide documents as required in section 2. Supply photocopies of those documents. Be sure to fill out section 2 with the document information.

9. **Certification of Participant/Personal Support Worker Relationship (1 page)** ‡
   Both parties must READ and SIGN this agreement certifying the excluded relationships do NOT exist.

10. **Illinois Compiled Statutes –Abuse and Neglect Policy (3 pages)** ‡
    Both parties must READ and SIGN at bottom of page 3.

11. **Authorization for background check (CANTS – Child abuse and neglect) (1 page)**
    Fill in all information at the top of the form. In the middle section, list any or all of your previous addresses for the past 5 (five) years. In the bottom section, list any other names by which you have been known. Sign and date on the line at the bottom.

12. **Uniform Conviction Information Act Name Inquiry (1 page)**
    Fill in last name, first name, middle name, date of birth, sex, race, social security number, drivers license number, and drivers license state of issue. The $16 fee is not required.

13. **Form W–4 (2 pages)**
    Fill out sections 1–7 at bottom and sign form.

14. **Form IL W–4 (2 pages)**
    Fill out personal information, including social security # at bottom of form.
    Answer lines 1–3, and sign form at bottom.

15. **Form IL–W–5–NR Employee's Statement of Nonresidence in Illinois (1 page)**
    Fill out and sign only if applicable.

16. **Form W–5 Earned Income Credit(4 pages)**
    Fill out and sign only if applicable.

17. **IRS Notice 797 Earned Income Credit (2 pages)**
    This document is for information purposes and does not need to be returned.

18. **Authorization Agreement for Automatic Deposits (1 page)**
    Fill in PSW information allowing for direct deposit of payroll funds. Sign and date bottom of form. If you do not want to use direct deposit, this form does not need to be returned.

19. **Payroll Schedule (1 page)**
    This document is for information purposes and does not need to be returned.

20. **Timesheets (2 pages)**
    These timesheets are for information purposes and do not need to be returned. Timesheets will be filled out, signed, and submitted according to the arrangements made with the employer.

21. **How to fill out timesheets (4 pages)**
    This document is for information purposes and does not need to be returned. Note that this is designed to be double-sided and folded into a booklet, but each page is independent, so there should be no problem reading it in this form.

‡ Documents marked with this symbol require employer signatures.

Date of last update: 10-May-2009