

# Employer Instructions for Personal Support Worker Packet

Employer should verify all PSW information has been provided and is accurate on each form.

1. **Definition of Commonly Used Terms (2 pages)**  
Nothing.
2. **Personal Support Worker Acknowledgement of Employer (1 page)**  
Sign.
3. **Application for Employment as Personal Support Worker (1 page)**  
Nothing.
4. **Agreement between Participant and Personal Support Worker (2 pages)**  
Page 2: sign and date as “participant.”
5. **New Hire Reporting Form (1 page)**  
Page 1: fill out form (may be pre-filled).
6. **IMAP Waiver Program Provider form (2 pages)**  
Nothing.
7. **IMAP Provider Enrollment Application (2 pages)**  
Nothing.
8. **Form I-9 Employment Eligibility Form (4 pages)**  
Page 1, section 2: fill out (may be pre-filled), sign and date.  
Verify the PSW has submitted copies of the required documentation.
9. **Certification of Participant/Personal Support Worker Relationship (1 page)**  
Sign and date.
10. **Illinois Compiled Statutes –Abuse and Neglect Policy (3 pages)**  
Page 3: sign.

**Nothing is required by the employer in the remainder of the forms.**

11. **Authorization for background check (CANTS – Child abuse and neglect) (1 page)**
12. **Uniform Conviction Information Act Name Inquiry (1 page)**
13. **Form W-4 (2 pages)**
14. **Form IL W-4 (2 pages)**
15. **Form IL-W-5-NR Employee’s Statement of Nonresidence in Illinois (1 pages)**
16. **Form W-5 Earned Income Credit (4 pages)**
17. **IRS Notice 797 Earned Income Credit (2 pages)**
18. **Authorization Agreement for Automatic Deposits (1 page)**
19. **Payroll Schedule (1 page)**
20. **Timesheets (2 pages)**
21. **How to fill out timesheets (4 pages)**