



DIRECT SERVICE WORKER ENROLLMENT PACKET

Welcome!! This packet has the forms and information you need to get set up as a direct service worker (DSW). The participant, who is your employer, can help you complete this packet. His or her signature is needed on some of the forms. Please return the packet to the participant when done; the participant will then send it to Consumer Direct. Consumer Direct’s job is to pay you every two weeks, process taxes and make sure you stay up to date with training.

You must also pass a Background Check. The participant will receive a signed “Okay to Work” approval form from Consumer Direct when all the forms are processed. Then you can start work. You cannot begin working until you are approved. Please call us if you have questions.

Customer Service Contact Information

Consumer Direct 1401 NW 136th Avenue, Suite 402 Sunrise, FL 33323 Mon-Fri, 8 am – 5 pm (excluding holidays)	Phone: 954-368-2069, Toll-Free 1-877-270-9580 Toll-Free Fax: 1-877-344-0999 Email: infoFL@ConsumerDirectCare.com Web: www.consumerdirectfl.com
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Enrollment Packet Forms and Form Explanations

(these forms must be returned to Consumer Direct to enroll you as an employee)

New DSW Checklist	Use the checklist to ensure you complete every form.
Data Form	This form gives Consumer Direct basic information about you so you can be set up in our payroll system. If providing Attendant Care/Intermittent Skilled Nursing Services please attach a copy of your RN or LPN license.
Care Provider Background Screening – Privacy Policy Acknowledgement Form	Sign to acknowledge you received the notice and privacy statements from the Florida Department of Law Enforcement and FBI. They are included in the packet of supplemental materials.
Attestation of Compliance with Background Screening Requirements	Per Florida law DSWs are subject to a Level 2 background screening. You must attest you meet requirements for employment and have not been found guilty of the criminal offenses listed on the form.
Information Needed for Fingerprinting	Complete all the fields. Consumer Direct will register you online for a fingerprint background screening. Refer to the Fingerprint Registration Procedure supplement for more information.
Participant/Direct Service Worker Agreement	This form outlines the DSW's responsibilities, conditions for employment and pay rate under the participant direction option.
Job Description	This explains the participant’s needs and duties of the job.
I-9 Employment Eligibility Verification	This form documents that you are eligible to work in the United States. You must complete section 1 of this form. The participant completes section 2 by examining your supporting documents from either list A or lists B and C. An attachment may be required: attach photocopy of the following if recorded in section 2: <ul style="list-style-type: none"> • US Passport or Passport Card • Permanent Resident Card, Form I-551 • Employment Authorization Document, Form I-766

(see reverse for additional form explanations)



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W-4 Employee's Withholding Allowance Certificate	Our payroll department will deduct federal income tax from your pay, and make deposits on your behalf, based on exemptions/allowances claimed.
Pay Selection Form	Use this form to state how you would like to receive your pay. Attachment Required: voided check or letter from your bank.
Employment Relationship Disclosure	Use this form to determine if you are exempt from paying certain payroll taxes. This is based on your relationship with the participant.
Health Questionnaire	This form assesses your physical ability to perform the duties outlined in the job description. It is important for workers compensation.

Supplemental Forms and Form Explanations

(keep these forms to reference and use when necessary)

Florida Department of Law Enforcement – Notice for Applicants Submitting Fingerprints and Federal Bureau of Investigation Privacy Statement	A background check will be conducted on your submitted fingerprints by the Florida Department of Law Enforcement. These documents provide information on how your fingerprint records are retained, your right of privacy and right to challenge incorrect information.
Fingerprint Registration Procedure	A background check is required prior to employment. Follow the instructions for registration and completion of fingerprinting. You cannot begin working until the results of the background screening are complete and your employer (the participant or their representative) are notified by Consumer Direct.
List of Barring Offenses	If your background check reveals any of the listed offenses you cannot work in the Participant Direction Option.
Payroll Calendar	This outlines when time sheets are due and when pay checks are issued.
Online Time Sheet Instructions	Online time sheets are the preferred method for submitting time worked. This reduces time sheet errors, ensuring you get paid on time. If you and your employer have internet access consider online time sheets.
Paper Time Sheets and Time Sheet Instructions	If you choose to use paper time sheets, refer to the instruction sheet for the proper way to complete one.