

Welcome to the Employer of Record program with the Arc of Oakland County! In the attached packet you will find all the required mandatory documents for employing staff with The Arc. If additional documents are needed, they can be located on our website www.thearcoakland.org, under the 'Fiscal Intermediary' tab. All Employer of Record staff are required to complete and submit these general documents before starting employment or signing up for Training.

General Documents:

- ✓ Michigan W-4
- ✓ Federal W-4 (2020)
- ✓ Federal I-9
- ✓ Copy of Social Security Card
- ✓ Employer of Record Agreement- **Must be completed before the first date of service**
- ✓ Background Check- **Must be completed before the first date of service** (Renewed every 2years)
- ✓ Valid Driver's License or State ID – Renewed as it expires and send in new copy
- ✓ Direct Deposit- **Mandatory** - Include a voided check or bank printout with routing & account numbers, your email address & phone number. If you do not return a Direct Deposit form, then you will automatically be enrolled in the Wisely pay card and a welcome kit will be mailed to your address on file.
- ✓ DHS Clearance Form- To be filled out by employees who provide services for clients under the age of 18
- ✓ Proof of Insurance (If receiving mileage)
- ✓ Copy of the In-Service Training Record Form (non- IPOS meeting with the Supports Coordinator) Signed & Dated

Certifications:

- ✓ **Recipient Rights-** (1 Year) First time must be in a classroom and taken within 30 days of hire.
Renewals can then be taken online & Renewed annually through Oakland CHN before it expires.
- ✓ **Blood Borne Pathogens Online Course (1 Year)** online through Cornerstone
- ✓ **CPR (Every 2 years)** Must be taken in class with an instructor
- ✓ **First Aid (Every 2 years)** Must be taken in class with an instructor
 - Please contact Diane McDaniel at 248-816-1900 or dmcDaniel@thearcoakland.org for assistance

After the staff takes the required classes, they must turn in a copy of the certification to The Arc of Oakland County. Also attached is a copy of the pay schedule, timesheet, and CLS logs. The timesheets must be turned in every other Monday by 9 am. See the Pay schedule enclosed. The timesheets must be filled out completely with names, signatures, dates & time, and rate of pay for payment. Only the documents listed here are accepted. No outdated documents accepted.

Fax Documents to 1-248-816-3340 OR Scan & Email to: fitimesheet@thearcoakland.org

We look forward to servicing you,

The Arc of Oakland County Staff

Achieve with us.®