**SDE PRE-EMPLOYMENT FORMS/DOCUMENTS INFORMATION**

Agency with Choice has partnered with the ***321 Forms*** automated on-boarding system to facilitate the pre-employment documents for new hire on-boarding.

All pre-employment forms must be completed in its entirety and electronically signed prior to the required drug & background screenings being initiated.

This document is provided to allow new hire employees to review an explanation of the required pre-employment forms & documents that are completed in the 321 Forms system.

Should you have any questions regarding the pre-employment forms please contact the ESNJ HR On-boarding Specialist.

Phone: Customer Service 1-800-471-3086

Email: AwcHR@nj.easterseals.com

**Personal Information Form & Self-Identification**

Agency with Choice is proud to be an Equal Opportunity Employer. We request that you complete the self-identification sections of this form. This information will be used for reporting, research, statistical analysis, and compliance purposes only. If you choose not to self-identify your race/ethnicity at this time, the federal government requires AwC to determine this information by visual survey and/or other available information.

**Employee Background Check Release Form**

SDE must review, complete and sign this form as authorization for fingerprinting and release of information regarding results to the Department of Human Services

**W-4 form (Federal)**

New hire employees are required to complete the Federal W-4 form.

The 2020 Form W-4, *Employee's Withholding Certificate*, is substantially different from previous versions of the form. The IRS revised the form to comply with the income tax withholding requirements in the Tax Cuts and Jobs Act (Pub. L. 115-97)

To assist employee’s with completing the 2020 form W-4 the IRS has provided a frequently asked questions (FAQ) document that can be assessed through the following link:

[**https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4**](https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4)

**W-4 Form (New Jersey State)**

New Hire employees must complete an Employee’s Withholding Form NJ-W4 to declare withholding information for New Jersey state income tax purposes.

**Direct Deposit Form and/or Comdata Payroll Card**

Agency with Choice offers employees two electronic paperless pay options to receive net pay each pay period. SDE employees must review both options and complete the applicable form/s according to their choice. ***BOTH*** options can be chosen if preferred.

***Direct deposit form requires either a voided check or bank/financial institution authorization form with SDE’s name and account number information.***

**Code of Ethics**

As the employer of record Agency with Choice requires that each SDE/employee abides by its’ standards and guidelines. SDE must review and electronically sign this document vis the 321 forms system.

**Office of Inspector General (OIG) Free of Adjudication Form**

Agency with Choice will perform a check within the OIG database to confirm that new hire employees have not been listed as liable for abuse of a developmentally disabled person receiving services from the Department of Human Services or placed in a community residence.

**AwC Eligibility Form**

SDE must verify their ability to support the consumer by completing AwC Eligibility Confirmation

**Central Registry Form**

Agency with Choice will perform a check against the Central Registry of Offenders Against Individuals with developmental disabilities database to confirm that new hire employees are not listed on the registry.

**Notice Regarding Stephen Komninos’ Law**

The Division of Developmental Disabilities Stephen Komninos’ Law requires all employees who will be working with individuals with developmental disabilities to undergo a urine drug screen for controlled or dangerous substances.

**Hepatitis B Vaccination Information**

All newly hired Self-Directed Employees (SDE) are offered the opportunity to receive a Hepatitis B vaccination. If you choose to receive the Hepatitis vaccination, you will be charged the rate that your local vaccination provider charges. The approximate cost for the vaccination is $250.

SDEs are offered the opportunity to receive the vaccination at any time during their employment, even if he/she declined initially. The SDE is to complete either the Hepatitis B acceptance or refusal sections of the form.

**Agency with Choice Tax Sheltered Annuity Plan (403B)**

This form must be completed by the SDE. Instruction letter and fee disclosures are provided outlining the features of enrolling in the 403B plan.