**AwC Managing Employer Forms/Documents Instruction Guide**

Agency with Choice has partnered with the ***321 Forms*** automated on-boarding system to facilitate the pre-employment documents for new hire on-boarding for your Self-Directed Employee (SDE).

As part of the SDE on-boarding process the Managing Employer (ME) is required to complete certain portions of the pre-employment on-boarding documents.

All pre-employment documents/forms and screenings including drug and background screenings must be completed and cleared in its entirety prior to the SDE starting to work.

This document is provided to guide you as the Managing Employer through completing your portion of the required new hire

On-boarding documents.

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

Phone: Customer Service 1-800-471-3086

Email: AwcHR@nj.easterseals.com

**To be completed by the Managing Employer (Family):**

**I-9 Form- Employment Eligibility Verification**

All new hire employees are required to provide proof of identity and proof of work eligibility.

**Section 1-** SDE completes section 1 of the I9 form via the 321 Forms online onboarding system

**Section 2-** Managing Employer or Authorized Representative must print the I9 form provided from the AWC HR On-Boarding Specialist, review the document (s) provided by the SDE and complete section 2 of the I9 form (See list of acceptable documents)

***Return fully completed I9 document to the AWC HR Onboarding Specialist:***

**Email: or Fax:**

|  |  |
| --- | --- |
| Do’s: | Don’ts: |
| Use black or blue ink | DON’T use any color other than black or blue ink |
| SDE must complete and electronically sign section 1 of the I-9 form via the 321 Forms automated onboarding system |  DON’T leave any sections blank or return the form without a signature and copies of identification used to complete the form |
| **Managing Employer** complete and sign section 2 Employer Verification Attestation -List A **or** B+C using identification provided by the SDE |  DON’T fill in the date for first day of employment (This to be completed by AWC Onboarding Specialist when employee’s start date is established ) |
| **IMPORTANT:** |  DON’T fill out all three columns of the I9 form (A, B, and C)  ***Complete only list A OR list B and C as instructed by the I9 form*** |
| To avoid errors and ensure accuracy, please review the list of acceptable documents that can be used to complete the I9 form Please contact the AWC HR On-boarding Specialist with any questions regarding completing this form |  DON’T cross out, use white out or scribble on the  I-9 form (request another copy of the SDE’s I9 form from the AWC HR On-Boarding Specialist if needed) |

**Job Description**

The job determines the tasks/responsibilities that the SDE will perform to support the person receiving services. Please include any job duties that will be expected of your SDE. If the SDE is expected to administer medication, it is advised that they attend and pass the DDD Medication Administration course.

**Employer Reference Check (2)**

As the Managing Employer/Supervisor for the SDE, you are responsible for contacting previous employers of the SDE by using the Employer Reference form as a guide. Although it is highly recommended that reference checks are completed, you do have the option to waive obtaining references from the SDE. If choosing to waive reference checks, please ensure the box at the bottom of the form is checked and the form is signed by you and the SDE verifying that reference checks will not be completed.

Return completed signed document to the AWC HR On-Boarding Specialist:

Email: AwcHR@nj.easterseals.com

Or

Fax: 732-432-5970

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