# Self- Directed Employee (SDE) New Hire Process

1. The Individual/Managing Employer completes the new hire application request form.
   * **Option 1**: by calling our toll-free customer service team at 1-800-471-3086 for a customer service representative to complete on behalf of the Individual/Managing Employer
   * **Option 2**: by downloading the application request form from our website at [www.financialmanagementservices.org](http://www.financialmanagementservices.org) and submitting directly to our HR Onboarding team at [awchr@nj.easterseals.com](mailto:awchr@nj.easterseals.com)
2. After the request is sent **within 2 business days**, the Individual/Managing Employer and perspective self-directed employee(s) will receive an intake call from an onboarding specialist to review the new hire process and send the required new hire documents and links.
   * **Perspective new hire will receive:**
     1. Application link from 321 forms
     2. Electronic Child Abuse Registration Information (CARI) link from [support@njportal.com](mailto:support@njportal.com)
     3. HireRight Background and (Motor Vehicle Report if applicable) from HireRight
     4. Drug screening appointment scheduling link from I3Screen
     5. IdentGo New Jersey Fingerprint Form to schedule fingerprinting
   * **Individual/ Managing Employer will receive:**
     1. I-9 Form Employment Eligibility Verification
     2. Job Description
     3. Employer Reference Check
     4. Hep B Form
3. Once **all** items are completed and returned, an HR onboarding specialist will validate the documents and contact the assigned Support Coordinator and Individual/Managing Employer to inform all pre- employment requirements have been completed and the SDE is ready to be enrolled in Agency with Choice
   * The total new hire onboarding process will take **5 business days**
     1. Please note this is contingent on responsiveness from **both** the Individual/Managing Employer and the SDE
     2. Applications that are not responded to by the Individual/Managing Employer or SDE for **5 consecutive business days will become inactive**. We will provide and email notification to both parties informing them of the application status and a request for prompt attention to move forward and reactivate the application process.