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

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

All pre-employment forms must be completed and electronically signed before the required drug & background screenings are 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 AwC Enrollment Specialist assigned to your case or one of our Customer Service Representatives.

Phone: Customer Service 1-800-471-3086

Email: awcenrollment@nj.easterseals.com

**Personal Information Form & Self-Identification**

AWC is proud to be an Equal Opportunity Employer. We request that you complete the self-identification sections of this form. This information will only be used for reporting, research, statistical analysis, and compliance purposes. If you choose not to self-identify your race/ethnicity at this time, the federal government requires ENJ 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

**Difficulty of Care Exclusion Form**

Certain payments received by an individual care provider for providing Medicaid services in the provider’s home are considered Difficulty of Care payments excludable from federal income tax. If, after reviewing the information provided to you, you determine you are eligible for the income exclusion, a form is provided for you to complete and return to your Enrollment Specialist. If you are eligible, Easterseals New Jersey will not report the payments as income and will not withhold federal income taxes.

**W-4 Form (Federal)**

New hire employees are required to complete the Federal W-4 form. The Federal W-4 Form, *Employee's Withholding Certificate*, substantially differs 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). If you are eligible for the Difficulty of Care exclusion, please read page 2 of the Federal W-4 Form, which provides instructions on what you must add to your W-4 form. If eligible for Difficulty of Care, you must complete a new Federal W-4 form each year.

To assist employees with completing the Federal W-4 Form, the IRS has provided a frequently asked questions (FAQ) document that can be accessed through the following link:

<https://www.irs.gov/newsroom/fact-sheets-for-frequently-asked-questions>

**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 Debit Mastercard**

Agency with Choice offers employees two electronic paperless payment options to receive net pay each pay period. SDEs/ 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 via the 321 forms system.

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

AWC will 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**

AWC will 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 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 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 they 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)**

The SDE must complete this form. An instruction letter and fee disclosures are provided outlining the features of enrolling in the 403B plan.