

AwC Enrollment Junction – All Aboard!

Your conductors (Enrollment Specialist) for this journey are here to ensure that you have what you need!

As we begin, you will be provided with all required forms and documentation needed to enroll. We encourage you to contact us at AWCEnrollment@nj.easterseals.com to learn more about how we can guide you through this process!



Self Directed Employee (SDE) Onboarding Process Flow

SDE New Hire Request

Referral / Application
Request received by
AwC

Application & Onboarding Management

Support Coordinator submits referral through Irecord or Managing Employer completes application request by contacting AWC Customer Service 800-471-3086 for SDE New Hire

AwC Enrollment Specialist confirms approval and initiates NH Onboarding

SDE Onboarding

Initiate Onboarding

Pre-employment document completion

AwC Enrollment Specialist initiates online onboarding. This includes the Enrollment and Onboarding Packet.

To Include:

- SDE Centered Documents
 321 forms
- Managing Employer documents – Credible Portal
- State and Federal based documents Adobe sign

Screenings

Completion of compliance screenings

Drug, Background & DDD Compliance screenings

AwC Enrollment Specialist initiates compliance screenings

Drug Screen
Background checks
Fingerprinting

Onboarding Completion

SDE cleared to Work

SDE New Hire onboarding Completed

Enrollment receives and reviews plan from the Support Coordinator. Once approved, the Enrollment Specialist notifies SC, ME & SDE of pre-employment completion. The information is sent to AwC Verification to continue the hiring process (timesheets, etc.) Start date is provided one week out.