

## **EMPLOYER APPLICATION**

### **The Process and Responsibilities:**

A brief explanation of all parties involved and what their responsibilities are.

### **Personal Representative Form:**

This form states that a consumer has given permission to an individual to sing on their behalf all paperwork that requires his/her signature.

### **Agreement between consumer and personal assistant**

This is an agreement between both parties that establish the responsibilities of the consumer and PCA to each other. Moreover, it verifies that the assistant meets the minimal qualifications that are required.

### **Disclaimer/addendum**

This form affirms that the consumer is the employer of all PCA and that JEVS is the fiscal agent that assists the consumer in their employer functions.

### **Employer appointment of agent**

This appoints JEVS to be the Fiscal Agent for the consumer. JEVS will assume specific responsibilities on the behalf of the consumer as their fiscal agent

### **PA Enterprise Registration Form:**

This form/application registers the consumer with the state of PA as a business.

### **Application for employer ID number**

This applies for an I.D number that it requires by law for every business.

### **Consumer appointment of broker agent for WCP**

By signing this form the consumer or representative allows JEVS to setup and maintain a worker's comp policy on the behalf of the consumer

### **Elect Domestic Employees**

This form allows the consumer to choice any individual a his/her PCA and to be covered under the WCP.

### **Workers compensation Notice of rights and responsibilities**

This form describes the steps to follow if your PCA becomes injured.

### **PUC power of Attorney**

This form allows JEVS to represent the consumer at the office of unemployment regarding any matter that result in the consumer's liability for unemployment compensation contributions

### **Statement of Agreement and compliance**

This form states the policy of equal rights and sexual harassment to both consumer and assistant. The consumer keeps the guidelines page with them.

### **Notice of privacy practices**

This form insures the consumer's right to confidentiality on behalf of JEVS.

### **Tip list**

This is a list of precautions that JEVS put together to help you maintain a safety and good relationship with your PCA

### **Fraud and Abuse Statement**

By signing this the consumer/employer is obligated to report any false claims, statements, and physical abuse that he/she might incur by her personal assistant.

### **Consumer/Employer health maintenance activities**

This form states that the consumer requires certain activities that are required by him/her to maintain optimum health in accordance with their care plan.

### **Consumer/employer back up plan**

This form states that the consumer is knows that he/she needs a back person to fill in for her regular assistant.

### **Discontinuation Notice**

This form is to be filled out by the consumer or assistant ones employment has ended between both parties.

### **Consumer Directed Training DVD Sign off Sheet**

By signing this form, the consumer verifies that he/she received a copy of the consumer directed training video.

### **SFI Home Safety Checklist**

The RC will out this form with the consumer's help to determine if the home is safe for attendants that will be working there.

### **TelePay Registration Form**

This form captures the consumer's phone number and address so that the can be signed up for the telepay system.

### **Application Completion Verification**

This is a break down of all the forms the consumer signed.