



PCA CHOICE PACKET INSTRUCTIONS

Southeastern Minnesota Center for
Independent Living, Inc.

Please use the following checklist as a guide to assist in correctly completing this packet. It is imperative that each step is completed correctly in order to begin processing the paperwork. Please call 507.285.1815 or 888.460.1815 (toll free) if you have any questions.

SEMCIL PCA Choice Agreement for Consumer, Provider and PCA

- Read
- Sign page 5 (client = consumer, PCA = employee)

Employee Information

- Employee complete top portion
- Client/Responsible Party complete bottom

W-4

- Employee complete, sign, and date bottom portion (1 through signature/date line)

I-9 Employment Eligibility Verification

- Employee complete, sign, and date top portion (section 1)
- Provide copy of social security card or birth certificate, and
- Provide copy of active/current photo identification, or
- Provide copy of active/current passport

Direct Deposit Authorization

- Employee complete, sign, and date
- Attach voided check or savings deposit information

Disclosure of Criminal Conviction Information

- Employee complete sections A through C, sign, and date
- Employee, please make copy of back side of this form for your records

MHCP Individual PCA Enrollment Application

- Employee complete the identified areas, sign, and date

MN DHS Provider Agreement

- Employee read, sign and initial page 1, print, sign, and date page 2

Background Study Information

- Review the background study privacy notice
- Employee complete the background study bubble form (both sides; pen ok to use)

WC/Return to Work Policy Statement

- Employee read, sign and date

Return paperwork to:

SEMCIL
Attn: PCA Choice
2720 North Broadway
Rochester, MN 55906

PLEASE NOTE: The processing of this paperwork (background check, payroll, etc.) will not occur until all the documents have been received by SEMCIL and are 100% complete. Also note that individuals will NOT be allowed to begin working until they have successfully passed the background check AND have been issued a provider number from DHS.