Lifelong Advocacy, Inc.
43974 N Gratiot Ave – Clinton Twp, MI 48036
586-846-2457
www.lifelongadvocacy.org

New Hire Packet - **PLEASE READ**

- Employee must submit a copy of current driver's license and social security card with packet
- DO NOT email or fax new hire packet. We must have the original packet
- Packets must be printed on one side only and completed using black or blue ink only
- We have up to 5 business days to process a completed packet, we will contact the consumer when processing is complete
- Do not schedule the new employee to work until you have received a call from Lifelong confirming they are approved and can begin working

Please go to www.lifelongadvocacy.org to access the MCCMH Training Guide which is under the *Training* tab. Follow links in training guide to the websites to complete training.

- Staff must meet minimum training requirements in order to be paid.
- The trainings on the MCCMH Training Guide MUST be followed.

Training required by MCCMH prior to approval of new hire packet:

- Bloodborne Pathogens
- IPOS – Individual Plan of Service Training Verification Form

Training required by MCCMH within 30 days of hire:

- Basic First Aid – can be taken online through American Heart or American Red Cross
- Recipient Rights – Training must be conducted by a CMH Rights Office (not online)
- Emergency Preparedness – Required for all staff
- Behaviorist Treatment Plan specific to person –if a plan is in place

Training that are Strongly Encouraged by MCCMH are only required if employer wants staff to take training. These trainings are listed on the MCCMH Training Guide which is on our website www.lifelongadvocacy.org under the Training tab

Timesheets MUST be submitted on time. Submitting timesheets late may result in staff being paid in the following pay period. Timesheets are due the 1st and 16th of each month.

It is the responsibility of the Employer of Record and/or staff to track training. Training certificates must be submitted as soon as the training is completed. Certificates are not sent to us by the websites. They must be emailed to payroll@lifelongadvocacy.org. Per MCCMH, staff must meet the minimum training requirements to be paid. **Delayed submission of completed trainings will delay payroll.**

**** New Hire Packet Checklist tells you how to fill out each form and will help you make sure everything is completed and submitted.**

Employees – Please read!

Please keep these sheets for future reference.

Answers to some common questions

REGARDING TIME SHEETS AND PAYROLL

Time sheets are LEGAL documents. According to Medicaid Rules, Lifelong Advocacy CANNOT ALTER TIME SHEETS IN ANY WAY EXCEPT TO CORRECT A MATHEMATICAL ERROR. We cannot check off a box, change a time or even a date. We cannot sign paperwork for the employer or employee. If any of these are missing or incorrect we/Lifelong (by Medicaid Policy) must send the timesheets back to the employer for corrections.

Per Medicaid Policy, we cannot pay for two services on the same date and time.

Example: January 1, 2023 – the time sheet shows from 3-5 o'clock the consumer had physical therapy and they also billed for CLS services. This is an "overlap" and we cannot pay for that time.

When are my time sheets due?
Your time sheets are due on the 1st and the 16th of each month.

What happens if I turn in my time sheets late?
Chances are you will not be paid on the scheduled pay date, and if you have Direct Deposit, it will not be put into your account. You will receive a paycheck, by mail, as soon as possible.

When do we get paid?
Pay dates are on the 10th and 25th of each month.

If I have Direct Deposit when will my funds be in the bank?
They will be posted to your account on the 10th and the 25th of each month. Please do NOT call our office the day before, asking if we are going to post your check sooner.

Do I get paid if any of my certifications expire?
NO, you will not be paid if you are not in compliance. We are not allowed to pay for the hours worked when you are non-compliant with the Medicaid Guidelines. When you finally get your updated certifications we cannot back pay you for the hours worked.

It is up to both you and your employer to make sure that you are tracking when your certifications expire. Lifelong tries to assist in this process, but the responsibility is yours to maintain records. We do offer an auto-generated email reminder from "First Voice" that will remind the employer in advance of certifications expiring. Please call our office for more information if needed. MCCMH also has a training tracking guide to help you track your employees training.

REGARDING REIMBURSEMENT FOR CLASSES

Do we get reimbursed for the cost of a class? You may be reimbursed for the cost of a class not offered by the county such as First Aid CPR if the consumer's budget allows. Have your employer speak to the FI here at Lifelong to see if there is room in their budget to compensate you for the cost.

MCCMH has specific training in place for Self Determination. The MCCMH Training Guide must be followed. We cannot reimburse for training that is not acceptable. Please refer to the MCCMH Training guide to ensure the correct training is taken. We have the training information on our website lifelongadvacocy.org under the training tab. You can also find the self-determination training on mccmh.net/training.

Do you pay for the time I am in the class? We will reimburse you for the hours spent in the classroom (at minimum wage). Again, reimbursement is given if the consumer's budget allows.

When and how do I get reimbursed? Keep the reimbursement sheet from the New Hire Packet and make copies. The reimbursement sheet can also be printed from the new hire packet on our website lifelongadvocacy.org under the forms tab or picked up from the office.
The reimbursement form must have each section filled out entirely and must be signed by the employer and employee. The reimbursement sheet must be submitted after completion of the training with a copy of the certificate and copy of the receipt if needed.
When a completed reimbursement form has been submitted we have 30 days to complete the processing.

Can I take online classes? Please refer to our website lifelongadvocacy.org under the training tab. Blood borne Pathogens is an online class. The MCCMH Training Guide has the Blood borne information on page 1 there are 3 websites listed as options only 1 needs to be completed.

Macomb County Office of Recipient Rights has in person classes only. We update our website with the monthly training memo with available dates for classes.

At this time MCCMH requires First Aid only. If employees are taking First Aid only it can be taken online through American Red Cross or American Heart Association. This is the only class that is not free.

NEW HIRE PACKET CHECKLIST

All documents must be received to begin processing the packet.

** New Hire Packets **cannot** be emailed or faxed. They can be turned in to the office or mailed in. We must have the original documents.

New Hire packets that have not been approved are kept for 90 days and will be destroyed after that.

_____ Copy of employee's driver's license and social security card MUST be submitted

_____ Background Check page must be completed and signed by the employee.
***Consumers phone number and email must be on this page, this is the number we will call regarding the new hire packet. Email address may be used to send missing document information and will go in our system for training notifications.**

_____ Employment Eligibility Checklist must have a box checked and signed by employee

_____ Tax forms, state and federal must be completed and signed by employee

_____ Employment Agreement is completed by consumer/guardian and employee. Must be completed and signed by employer and employee. Must include rate of pay.

_____ Authorization to Release Recipient Rights Information needs to be completed by employee. We will sign as witness.

_____ Medicaid Provider Agreement needs to be completed by the employee, they must sign and date the very last line.

_____ DHS-1929 Central Registry Clearance Request section 1 must be completed by all staff, do not check any boxes. We will complete Section 2 and submit the form.

_____ Employment Eligibility Verification form from Homeland Security must have top section completed and signed by the employee only. We will complete section 2 at the bottom.

_____ MCCMH Individual Plan of Service Training Log (IPOS) must be completed by case manager or trained guardian and employee. We must have a copy of the completed form to approve the new hire packet.

_____ Direct Deposit form must be completed and legible if the employee is going to want direct deposit.

_____ Reimbursement Form must be completed and signed by employer and employee so the employee can be reimbursed for training as long as it is in the budget. Cost of training First Aid and Bloodborne) must have a receipt submitted with reimbursement form as well.

_____ MCCMH Training Tracking form is for the guardian/employee to keep and track employee's training and date of hire, we do not need this form.

_____ Bloodborne training must be completed and we must have a copy of the training certificate to approve the packet.

_____ Emergency Preparedness Training is required for all staff within 30 days of hire. Must be taken on dwctraining.com or improvingmipractices.org

Do you work (or have you worked) for ANOTHER CONSUMER thru LifeLong? YES or NO
CONSUMER'S NAME: _____

BACKGROUND CHECK INFORMATION REQUIRED

PLEASE NOTE THAT BOTH STATE AND FEDERAL BACKGROUND CHECKS WILL BE PERFORMED.

If you have a Felony on your record, we cannot hire you.
This New Hire Packet will be destroyed in 90 days if it is not activated.

1. FULL NAME _____
2. Drivers License Number _____
3. Social Security Number _____
4. Birth Date _____
5. Phone Number (H)_____(C)_____
6. Email Address _____
7. Sex (required by State of Michigan) _____
8. Race (required by State of Michigan) _____
9. Consumer (person receiving your services) _____
10. IMPORTANT! CONSUMER'S EMAIL ADDRESS? _____
    (This is for the auto-generated email program to notify you about certifications about to expire)

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

SIGN AND DATE BELOW

_____(Name) _____ (Date)

* The above signature must match signatures used on ALL data provided to this office.

If you have any questions and/or to mail in New Hire Packet: Lifelong Advocacy, Inc.
43974 N Gratiot Ave – Clinton Twp 48036 Call: 586-846-2457

*CONSUMER'S NAME:*_____ *TELEPHONE #* _____

OFFICE USE ONLY – do not write below

CALLED _____ I-CHAT _____ MEDICARE/MEDICAID EXCLUSIONS _____ SANCTIONED PROVIDER _____
RRR _____ MEDICAID _____ CROSSREFERENCE _____ I-9 _____

MCCMH/IPOS ENT'D (A) _____ I-CHAT ENT'D (A) _____ M&M ENT'D (A) _____ SANCTIONED ENT'D (A) _____

ALERTS: PG _____ CONSUMER _____ OTHER _____

A-NEW CONSUMER ____ CREATED IN FIRST VOICE _____

NHP STATUS_____

EMPLOYMENT ELIGIBILITY CHECKLIST

Per a "Compliance Alert" sent to LifeLong Advocacy by MCCMH (11/25/13), we are to include a checklist for you to fill out and sign; so that MCCMH can be assured there is no conflict of interest based on MCCMH's requirements.

PLEASE CHECK IF ANY APPLY TO YOU. If you do check any of the items below, you are NOT qualified to work for the Consumer. If you have any questions pertaining to this, please call your Supports Coordinator/Case Manager.

DO NOT CALL LIFELONG ADVOCACY. This is a policy set forth by MCCMH.

COMMUNITY LIVING SUPPORTS (CLS) MAY NOT BE PROVIDED BY THE FOLLOWING INDIVIDUALS, so if you check one listed below you cannot provide services to this consumer.

- ☐ A spouse of an individual receiving services
- ☐ Parents of minor children receiving services
- ☐ The guardians of persons receiving services, including co-guardians and alternate/standby guardians
- ☐ Individuals designated by the person receiving services as attorney-in-fact, under power of attorney, including alternate attorney-in-fact

Respite Care may not be provided by the following:

- ☐ Any of the persons listed above
- ☐ Unpaid primary caregiver of the person receiving services
- ☐ If none of the above pertain to you, PLEASE CHECK HERE

_____ _____

Employee Signature Date

Please note: If at a later date MCCMH should become aware that a conflict of interest exists between the employee and the person served (consumer), the employee will be liable to MCCMH to pay back ALL amounts received under the employment arrangement while a conflict of interest was in existence.

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2026

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code		

(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly or Qualifying surviving spouse**
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

TIP: Consider using the estimator at *www.irs.gov/W4App* to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at *www.irs.gov/W4App*.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate . . . . . ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

(a) Multiply the number of qualifying children under age 17 by $2,200 . . . . . 3(a) $

(b) Multiply the number of other dependents by $500 . . . 3(b) $

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . . 3 $

Step 4: Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $

(b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . 4(b) $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . 4(c) $

Exempt from withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . ☐

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2026 if you meet both of the following conditions: you had no federal income tax liability in 2025 **and** you expect to have no federal income tax liability in 2026. You had no federal income tax liability in 2025 if (1) your total tax on line 24 on your 2025 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2026 tax return. To claim exemption from withholding, certify that you meet both of the conditions by checking the box in the *Exempt from withholding* section. Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2027.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at *www.irs.gov/W4App* if you:

1. Are submitting this form after the beginning of the year;

2. Expect to work only part of the year;

3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;

4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or

5. Prefer the most accurate withholding for multiple job situations.

TIP: Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at *www.irs.gov/W4App* to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount of tax withheld will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. *Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.*

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You (and/or your spouse if married filing jointly) must have the required social security number to claim certain credits. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4.

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 15, if you expect to claim deductions other than the basic standard deduction on your 2026 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for qualified tips, overtime compensation, and passenger vehicle loan interest; student loan interest; IRAs; and seniors. You (and/or your spouse if married filing jointly) must have the required social security number to claim certain deductions. For additional eligibility requirements, see Pub. 501.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe when you file your tax return.

Step 2(b)—Multiple Jobs Worksheet *(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at *www.irs.gov/W4App*.

1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 5. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . 1 $ _____

2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

a Find the amount from the appropriate table on page 5 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . 2a $ _____

b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 5 and enter this amount on line 2b . . . . . 2b $ _____

c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . 2c $ _____

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . 3 _____

4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (plus any other additional amount you want withheld) . . . . . 4 $ _____

Step 4(b)—Deductions Worksheet *(Keep for your records.)*



See the Instructions for Schedule 1-A (Form 1040) for more information about whether you qualify for the deductions on lines 1a, 1b, 1c, 3a, and 3b.

1 Deductions for qualified tips, overtime compensation, and passenger vehicle loan interest.

a **Qualified tips.** If your total income is less than $150,000 ($300,000 if married filing jointly), enter an estimate of your qualified tips up to $25,000 . . . . . 1a $

b **Qualified overtime compensation.** If your total income is less than $150,000 ($300,000 if married filing jointly), enter an estimate of your qualified overtime compensation up to $12,500 ($25,000 if married filing jointly) of the "and-a-half" portion of time-and-a-half compensation . . . . . 1b $

c **Qualified passenger vehicle loan interest.** If your total income is less than $100,000 ($200,000 if married filing jointly), enter an estimate of your qualified passenger vehicle loan interest up to $10,000 1c $

2 Add lines 1a, 1b, and 1c. Enter the result here . . . . . 2 $

3 **Seniors age 65 or older.** If your total income is less than $75,000 ($150,000 if married filing jointly):

a Enter $6,000 if you are age 65 or older before the end of the year . . . . . 3a $

b Enter $6,000 if your spouse is age 65 or older before the end of the year and has a social security number valid for employment . . . . . 3b $

4 Add lines 3a and 3b. Enter the result here . . . . . 4 $

5 Enter an estimate of your student loan interest, deductible IRA contributions, educator expenses, alimony paid, and certain other adjustments from Schedule 1 (Form 1040), Part II. See Pub. 505 for more information . . . . . 5 $

6 **Itemized deductions.** Enter an estimate of your 2026 itemized deductions from Schedule A (Form 1040). Such deductions may include qualifying:

a **Medical and dental expenses.** Enter expenses in excess of 7.5% (0.075) of your total income . 6a $

b **State and local taxes.** If your total income is less than $505,000 ($252,500 if married filing separately), enter state and local taxes paid up to $40,400 ($20,200 if married filing separately) . 6b $

c **Home mortgage interest.** If your home acquisition debt is less than $750,000 ($375,000 if married filing separately), enter your home mortgage interest expense (including mortgage insurance premiums) . . . . . 6c $

d **Gifts to charities.** Enter contributions in excess of 0.5% (0.005) of your total income . . . . 6d $

e **Other itemized deductions.** Enter the amount for other itemized deductions . . . . . 6e $

7 Add lines 6a, 6b, 6c, 6d, and 6e. Enter the result here . . . . . 7 $

8 **Limitation on itemized deductions.**

a Enter your total income . . . . . 8a $

b Subtract line 4 from line 8a. If line 4 is greater than line 8a, enter -0- here and on line 10. Skip line 9 8b $

9 Enter:
- $768,700 if you're married filing jointly or a qualifying surviving spouse
- $640,600 if you're single or head of household
- $384,350 if you're married filing separately

. . . . . 9 $

10 If line 9 is greater than line 8b, enter the amount from line 7. Otherwise, multiply line 7 by 94% (0.94) and enter the result here . . . . . 10 $

11 **Standard deduction.**

Enter:
- $32,200 if you're married filing jointly or a qualifying surviving spouse
- $24,150 if you're head of household
- $16,100 if you're single or married filing separately

. . . . . 11 $

12 **Cash gifts to charities.** If you take the standard deduction, enter cash contributions up to $1,000 ($2,000 if married filing jointly) . . . . . 12 $

13 Add lines 11 and 12. Enter the result here . . . . . 13 $

14 If line 10 is greater than line 13, subtract line 11 from line 10 and enter the result here. If line 13 is greater than line 10, enter the amount from line 12 . . . . . 14 $

15 Add lines 2, 4, 5, and 14. Enter the result here and in Step 4(b) of Form W-4 . . . . . 15 $

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$0	$480	$850	$850	$1,020	$1,020	$1,020	$1,020	$1,020	$1,020	$1,020
$10,000 - 19,999	0	480	1,480	1,850	2,050	2,220	2,220	2,220	2,220	2,220	2,220	2,620
$20,000 - 29,999	480	1,480	2,480	3,050	3,250	3,420	3,420	3,420	3,420	3,420	3,820	4,820
$30,000 - 39,999	850	1,850	3,050	3,620	3,820	3,990	3,990	3,990	3,990	4,390	5,390	6,390
$40,000 - 49,999	850	2,050	3,250	3,820	4,020	4,190	4,190	4,190	4,590	5,590	6,590	7,590
$50,000 - 59,999	1,020	2,220	3,420	3,990	4,190	4,360	4,360	4,760	5,760	6,760	7,760	8,760
$60,000 - 69,999	1,020	2,220	3,420	3,990	4,190	4,360	4,760	5,760	6,760	7,760	8,760	9,760
$70,000 - 79,999	1,020	2,220	3,420	3,990	4,190	4,760	5,760	6,760	7,760	8,760	9,760	10,760
$80,000 - 99,999	1,020	2,220	3,420	4,240	5,440	6,610	7,610	8,610	9,610	10,610	11,610	12,610
$100,000 - 149,999	1,870	4,070	6,270	7,840	9,040	10,210	11,210	12,210	13,210	14,210	15,360	16,560
$150,000 - 239,999	1,870	4,100	6,500	8,270	9,670	11,040	12,240	13,440	14,640	15,840	17,040	18,240
$240,000 - 319,999	2,040	4,440	6,840	8,610	10,010	11,380	12,580	13,780	14,980	16,180	17,380	18,580
$320,000 - 364,999	2,040	4,440	6,840	8,610	10,010	11,380	12,580	13,860	15,860	17,860	19,860	21,860
$365,000 - 524,999	2,720	5,920	9,390	12,260	14,760	17,230	19,530	21,830	24,130	26,430	28,730	31,030
$525,000 and over	3,140	6,840	10,540	13,610	16,310	18,980	21,480	23,980	26,480	28,980	31,480	33,990

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$90	$850	$1,020	$1,020	$1,020	$1,070	$1,870	$1,870	$1,870	$1,870	$1,870	$1,970
$10,000 - 19,999	850	1,780	1,980	1,980	2,030	3,030	3,830	3,830	3,830	3,830	3,930	4,130
$20,000 - 29,999	1,020	1,980	2,180	2,230	3,230	4,230	5,030	5,030	5,030	5,130	5,330	5,530
$30,000 - 39,999	1,020	1,980	2,230	3,230	4,230	5,230	6,030	6,030	6,130	6,330	6,530	6,730
$40,000 - 59,999	1,020	2,880	4,080	5,080	6,080	7,080	7,950	8,150	8,350	8,550	8,750	8,950
$60,000 - 79,999	1,870	3,830	5,030	6,030	7,100	8,300	9,300	9,500	9,700	9,900	10,100	10,300
$80,000 - 99,999	1,870	3,830	5,100	6,300	7,500	8,700	9,700	9,900	10,100	10,300	10,500	10,700
$100,000 - 124,999	2,030	4,190	5,590	6,790	7,990	9,190	10,190	10,390	10,590	10,940	11,940	12,940
$125,000 - 149,999	2,040	4,200	5,600	6,800	8,000	9,200	10,200	10,950	11,950	12,950	13,950	14,950
$150,000 - 174,999	2,040	4,200	5,600	6,800	8,150	10,150	11,950	12,950	13,950	14,950	16,170	17,470
$175,000 - 199,999	2,040	4,200	6,150	8,150	10,150	12,150	13,950	15,020	16,320	17,620	18,920	20,220
$200,000 - 249,999	2,720	5,680	7,880	10,140	12,440	14,740	16,840	18,140	19,440	20,740	22,040	23,340
$250,000 - 449,999	2,970	6,230	8,730	11,030	13,330	15,630	17,730	19,030	20,330	21,630	22,930	24,240
$450,000 and over	3,140	6,600	9,300	11,800	14,300	16,800	19,100	20,600	22,100	23,600	25,100	26,610

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$280	$850	$950	$1,020	$1,020	$1,020	$1,020	$1,560	$1,870	$1,870	$1,870
$10,000 - 19,999	280	1,280	1,950	2,150	2,220	2,220	2,220	2,760	3,760	4,070	4,070	4,210
$20,000 - 29,999	850	1,950	2,720	2,920	2,980	2,980	3,520	4,520	5,520	5,830	5,980	6,180
$30,000 - 39,999	950	2,150	2,920	3,120	3,180	3,720	4,720	5,720	6,720	7,180	7,380	7,580
$40,000 - 59,999	1,020	2,220	2,980	3,570	4,640	5,640	6,640	7,750	8,950	9,460	9,660	9,860
$60,000 - 79,999	1,020	2,610	4,370	5,570	6,640	7,750	8,950	10,150	11,350	11,860	12,060	12,260
$80,000 - 99,999	1,870	4,070	5,830	7,150	8,410	9,610	10,810	12,010	13,210	13,720	13,920	14,120
$100,000 - 124,999	1,870	4,270	6,230	7,630	8,900	10,100	11,300	12,500	13,700	14,210	14,720	15,720
$125,000 - 149,999	2,040	4,440	6,400	7,800	9,070	10,270	11,470	12,670	14,580	15,890	16,890	17,890
$150,000 - 174,999	2,040	4,440	6,400	7,800	9,070	10,580	12,580	14,580	16,580	17,890	18,890	20,170
$175,000 - 199,999	2,040	4,440	6,400	8,510	10,580	12,580	14,580	16,580	18,710	20,320	21,620	22,920
$200,000 - 249,999	2,720	5,920	8,680	10,900	13,270	15,570	17,870	20,170	22,470	24,080	25,380	26,680
$250,000 - 449,999	2,970	6,470	9,540	12,040	14,410	16,710	19,010	21,310	23,610	25,220	26,520	27,820
$450,000 and over	3,140	6,840	10,110	12,810	15,380	17,880	20,380	22,880	25,380	27,190	28,690	30,190

MI-W4

(Rev. 12-20)

EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE
STATE OF MICHIGAN - DEPARTMENT OF TREASURY

This certificate is for Michigan income tax withholding purposes only. Read instructions on page 2 before completing this form.

Issued under P.A. 281 of 1967.

		▸ 1. Full Social Security Number	▸ 2. Date of Birth
▸ 3. Name (First, Middle Initial, Last)		4. Driver's License Number or State ID	
Home Address (No., Street, P.O. Box or Rural Route)		▸ 5. Are you a new employee? ☐ Yes If Yes, enter date of hire.....	(mm/dd/yyyy)
City or Town	State / ZIP Code	☐ No	

6. Enter the number of personal and dependent exemptions (see Instructions) ..... ▸ 6.

7. Additional amount you want deducted from each pay (if employer agrees) ..... 7. $ .00

8. I claim exemption from withholding because (see instructions):

a. ☐ A Michigan income tax liability is not expected this year.

b. ☐ Wages are exempt from withholding. Explain: _____

c. ☐ Permanent home (domicile) is located in the following Renaissance Zone: _____

EMPLOYEE: If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records. See additional instructions on page 2.

Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number I am allowed to claim. If claiming exemption from withholding, I certify that I do not anticipate a Michigan income tax liability this year.

9. Employee's Signature	▸ Date

EMPLOYER: Complete the below section.

10. Employer's Name	▸ 11. Federal Employer Identification Number		
Address (No., Street, P.O. Box or Rural Route)	City or Town	State	ZIP Code
Name of Contact Person	Contact Phone Number		

INSTRUCTIONS TO EMPLOYER: Keep a copy of this certificate with your records. All new hires must be reported to the State of Michigan. See www.mi-newhire.com for information.

In addition, a copy of this form must be sent to the Michigan Department of Treasury if the employee claims 10 or more exemptions or claims they are exempt from withholding. Send a copy to:

Michigan Department of Treasury
Tax Technical Section
P.O. Box 30477
Lansing, MI 48909

INSTRUCTIONS TO *EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE* (Form MI-W4)

You must submit a Michigan withholding exemption certificate (form MI-W4) to your employer on or before the date that employment begins. If you fail or refuse to submit this certificate, your employer must withhold tax from your compensation without allowance for any exemptions. Your employer is required to notify the Michigan Department of Treasury if you have claimed 10 or more personal or dependency exemptions or claimed that you are exempt from withholding.

You MUST provide a new MI-W4 to your employer within 10 days if your residency status changes or if your exemptions decrease because: a) your spouse, for whom you have been claiming an exemption, is divorced or legally separated from you or claims his/her own exemption(s) on a separate certificate, or b) a dependent no longer qualifies under the Internal Revenue Code.

Line 5: If you check "Yes," enter your date of hire.

Line 6: Personal and dependency exemptions. The number of exemptions claimed here may not exceed the number of exemptions you are entitled to claim on a *Michigan Individual Income Tax Return* (Form MI-1040). Dependents include qualifying children and qualifying relatives under the Internal Revenue Code, even if your AGI exceeds the limits to claim federal tax credits for them.

Do not claim the same exemptions more than once or tax will be under-withheld. Specifically, do not claim:

- Your personal exemption if someone else will claim you as their dependent.
- Your personal exemption with more than one employer at a time.
- Your spouse's personal exemption if they claim it with their employer.
- Your dependency exemptions if someone else (for example, your spouse) is claiming them with their employer.

Line 7: You may designate additional withholding if you expect to owe more than the amount withheld.

Line 8a: You may claim exemption from Michigan income tax withholding if all of the following conditions are met:

i) Your employment is intermittent, temporary, or less than full time;

ii) Your personal and dependency exemptions exceed your annual taxable compensation;

iii) You claimed exemption from federal withholding; and

iv) You did not incur a Michigan income tax liability for the previous year.

Line 8b: Reasons wages might be exempt from withholding include:

- You are a nonresident spouse of military personnel stationed in Michigan.
- You are a resident of one of the following reciprocal states while working in Michigan: Illinois, Indiana, Kentucky, Minnesota, Ohio, or Wisconsin.
- You are an enrolled member of a federally-recognized tribe that does not have a tax agreement with the state of Michigan, you reside within that tribe's Indian Country (as defined in 18 USC 1151), and compensation from this job will be earned within that Indian Country.

Line 8c: For questions about Renaissance Zones, contact your local assessor's office.

EMPLOYMENT AGREEMENT

This agreement is made on ____/____/____ (date) between_____ (employer) and _____(employee) to describe the supports that the employee will provide to the employer and the terms and conditions of employment.

Article I
EMPLOYEE RESPONSIBILITIES

I, _____*(employee's name)* acknowledge and agree that employment is conditioned on my employer's participation in the Choice Voucher System administered by Macomb County Community Mental Services (MCCMH). If my employer ends participation in the Choice Voucher System, my employment may end. I agree to the following terms of employment:

1. During the term of this Agreement, I shall provide support to my employer by performing the duties outlined in this agreement and any attachments to it.

2. I agree to assist my employer in maintaining the documentation and records required by my employer or MCCMH. I agree to complete all necessary paperwork to secure mandatory payroll deductions from my pay. All records I may have or assist in maintaining are the property of my employer. I will keep these records confidential, release them only with the consent of my employer, and return them to my employer if my employment ends. In addition, I will complete illness and incident reports when necessary as required or requested by MCCMH or my employer.

3. I agree that if I become aware of or witness my employer suffer a physical injury, illness, or other adverse event that I will provide immediate comfort and protection, and assure immediate medical treatment for my employer.

4. I agree to participate in any meetings if requested to do so by my employer.

5. I agree to abide by all of my employer's rules and MCCMHS regulations (described below) regarding my employment duties to the employer through the Choice Voucher System, and I acknowledge receipt of the following rules and regulations.

   a. Attachment A to this Agreement, which outlines the goals and outcomes of my employer's individual plan of service and the services and supports that I will be providing.

   b. Attachment B to this agreement, Recipient Rights Protection Requirements. I will also receive a copy of the Recipient Rights Booklet, a copy of Chapter 7 of the Michigan Mental Health Code, and copy of Chapter 7 of the MDCH Administrative Rules. I agree to complete Recipient Rights training and all other required training prior to my first day of work. I agree to assist my employer in filing Right's complaints upon request. I also understand that I have a responsibility to report Rights violations of which I am aware or any potential abusive or neglectful situations I observe. I understand that I may be required to cooperate with a recipient rights investigation and/or assist my employer with exercising his or her rights.

   c. Attachment C to the Agreement which outlines Employer's House Rules. Additional changes to the House Rules shall be provided to me by my Employer in writing, and a copy shall be attached to the original Employment Agreement.

   d. Attachment D, outlining the reporting and documentation requirements for verifying my

hours worked. The Fiscal Intermediary will provide this to me.

e. The Chapter 9 policies of the MCCMH MCO Policy Manual (Recipient Rights). These policies may be accessed from the MCCMH Policy website at the following address:
http://www.mccmh.net/MCCMH Policies/tabid/80/Default.aspx

6. I understand that this is an employment at will relationship, which can be terminated by me or by my employer at any time. However, my employer cannot terminate my employment on the basis of my race, religion, sex, disability or other protected status under Federal or Michigan law. In addition, I agree to give _____ *days* written notice to my employer if I terminate my employment.

7. I understand and acknowledge that my employer is my sole employer and that I am not an employee of MCCMHS, which authorizes the supports I provide, or the fiscal intermediary, which is the financial administrator of the Choice Voucher System funds used to pay me.

8. I agree not to sue the fiscal intermediary for its role as the financial administrator of my employer's Choice Voucher System funds and MCCMHS for its role in administering the Choice Voucher System.

9. I agree to the following compensation for the services I shall perform: $_____/hour. Benefits: *NONE.*

10. I agree to execute a Medicaid Provider Agreement with MCCMHS and acknowledge that this agreement does not alter the fact that MCCMHS is only the project administrator of the Choice Voucher System, and that my employer is _____ (person you are caregiver for). I understand that my employment is contingent on completing this agreement.

11. My initials below attest to the fact that:

I am not a legally responsible person (e.g. guardian, agent, etc.) for my employer...

I am at least 18 years of age...

I am able to prevent transmission of any communicable disease from self to others in the environment in which I will be providing support...

I am able to communicate expressively and receptively in order to follow individual plan requirements and participant-specified emergency procedures, and report on activities performed...

I am in good standing with the law (i.e. not a fugitive from justice, a convicted felon, or an illegal alien) and...

I am able to perform basic first aid procedures.

_____ (initials) I understand that my employer will check my truthfulness of my attestation, above, by conducting a background check on me to assure I meet these minimum requirements. I further understand that my employment is conditioned on meeting these minimum requirements.

EMPLOYER RESPONSIBILITIES

I, _____ ("employer") agree to the following:

1. I will provide my Fiscal Intermediary with the necessary documentation to assure timely compensation of my employee.
2. I will compensate my employee in the following manner: $ _____/hr. Benefits my employee shall receive include: NONE. Payroll will be handled by my fiscal intermediary, LifeLong Advocacy, which will withhold all necessary tax, social security , employment and other withholding from the employee's paychecks.
3. I will assure my employee receives appropriate training, including but not limited to Recipient Rights training according to the provisions of Attachment B to this agreement.
4. I will evaluate the performance of my employee and provide appropriate feedback to assure that I am receiving quality supports. My employee shall be evaluated on an annual basis. Continuation of the Agreement is conditioned upon the employee's satisfactory performance under this Agreement.
5. I will assure that my employee executes a Medicaid Provider Agreement with MCCMHS, and I shall forward executed agreement to MCCMHS prior to my employee's start of employment.

_____

Employee Signature Date

_____ _____

Employer Signature Date

Please submit this Agreement along with the New Hire Packet to LifeLong Advocacy.

MACOMB COUNTY
COMMUNITY MENTAL HEALTH

Office of Recipient Rights
19800 Hall Road
Clinton Township, MI 48038

Phone: 586-469-6528
Fax: 586-466-4131
info@mccmh.net
www.mccmh.net

AUTHORIZATION TO RELEASE RECIPIENT RIGHTS INFORMATION

I _____ hereby authorize Macomb County Community Mental Health Services, Office of Recipient Rights, to release to the following

corporation/provider: Lifelong Advocacy at the following

address: 43974 N. Gratiot, Clinton Twp, MI 48036 and/or to the following

FAX NUMBER: (586) 846-2460, any written reports or records regarding substantiated violations of recipient rights against me.

I release the Macomb County Community Mental Health Services, Office of Recipient Rights (ORR), from any and all claims, liability and damages that may result from the release of these reports or records. I also understand that because of the nature of my job and licensing requirements, the information provided pursuant to this authorization may be provided to representatives of the Department of Consumer and Industry Services and/or other community health agencies. I hereby consent to the release of information to these agencies.

_____
***Applicant's Name (please print clearly)

_____
Applicant's Signature Date
(Electronic Signature Verification Acceptable)

_____
Applicant's Maiden Name (please print clearly)

Last 4 digits of
Social Security Number: _____

Note: If an applicant disagrees with our findings, please contact This office prior to any dismissal to ensure we have the correct person and prevent a possible mix up in identities

FAX BACK TO ORR: 586-466-4131

PLEASE PROVIDE COMPLETE MAILING ADDRESS AND/OR FAX NUMBER ON ALL RELEASE FORMS

_____ _____
Witness's Signature Date

*****If this form indicates the ***Applicant "DOES" have a substantiated Recipient Rights**

FOR MCCMH ORR OFFICE USE ONLY

The individual named above ***DOES _____ DOES NOT _____ have a written report or record regarding a substantiated Recipient Rights violation of Abuse and/or Neglect against them.

_____ _____
Authorized Signature of the Office of Recipient Rights Date

Employer Name: _____Case #_____ CW __SEDW __(check as applicable)

MEDICAID PROVIDER AGREEMENT

This agreement is made on _____ between Macomb County Community Mental Health Services (MCCMHS) and _____ ("Medicaid Provider"). The purpose of this agreement is to define the roles and responsibilities of the above named parties. This agreement shall remain in effect until such time as it is terminated or modified. Any party can initiate a termination or modification by providing written notice to the other of the desire to terminate or modify this agreement.

Upon receipt of this agreement, MCCMHS will certify the Medicaid Provider as available to provide services to individuals who receive services and/or supports in accordance with their individual plans of services and supports developed in a person-centered planning process, authorized by MCCMHS or one of its contractors, and financed through Michigan's Medicaid Specialty Pre-paid Mental Health Plan.

The Medicaid Provider stipulates that it agrees to the following:

1. To keep any records required by the participant or MCCMHS regarding the services provided to participants and to provide such information and any related invoices or billings, upon request, to the participant, MCCMHS, the state Medicaid Agency, the Secretary of the Department of Health and Human Services or the state Medicaid fraud control unit.

2. To comply with the ownership disclosure requirements specified in 42 CFR 455, subpart B, as applicable.

3. To comply with intent of the advance directive requirements specified in 42 CFR 489, Subpart I and 42 CFR 417.436 (d), as applicable, by finding out if a participant has an advance directive to refuse life-sustaining medical treatment, and informing the participant, before the provider starts work, whether or not the provider will carry out that advance directive so the participant can make an informed choice during the hiring process.

Both parties expressly acknowledge that the sole purpose of this agreement is to assure compliance with 42 USC 1902 (a) 27. Further, both parties recognize and reaffirm that MCCMHS is not the employer of the Medicaid Provider, and that the participant is the sole employer of the Medicaid Provider.

This agreement sets forth the entire understanding between the parties with respect to the subject matters, and supersedes any and all other agreements, either oral or in writing between the parties pertaining to these matters. No change or modification of the terms of this agreement is valid unless it is in writing and signed by the parties.

_____ _____

MCCMHS Chief Executive Officer Date

_____ _____

Medicaid Provider Agency/Individual Date

DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Health and Human Services
(Revised 5-23)

COPY PHOTO ID HERE

OR

ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)

Maiden Name, Aliases, also known as (A.K.A) | Social Security Number | Date of Birth

Address | City | State | Zip Code

Phone Number | Email

☐ I would like to pick up my results in County (For Michigan Residents Only).

Signature Required for Individual Being Cleared | Date

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box

- ☐ Employer
- ☐ Volunteer Agency
- ☐ Out-of-State Child Caring Institution
- ☐ Out-of-State Adoption/Foster Care Home Screening
- ☐ Michigan Court/Law Enforcement/Department of Corrections/Prosecuting Attorney
- ☐ Individual Self-Request

Name of Agency or Organization | Name of Requester

Address | City | State | Zip Code

Email | Fax | Phone Number

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the Instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box. See Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.		

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.	First Day of Employment (mm/dd/yyyy):

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

MACOMB COUNTY
COMMUNITY MENTAL HEALTH

Individual Plan of Service Training Log

The Individual Plan of Service (IPOS) Training Log serves as a training record as evidence the Aide/Direct Support Professional (DSP) - Level Staff have been trained and can demonstrate the ability to implement the supports and services identified in the IPOS. A copy of the completed IPOS Training Log must be retained in the person's served electronic medical record (FOCUS) under Services/Planning > Other Service Planning Documents.

Definitions: "Train the Trainer" – A designated staff who has been trained by the Primary case holder to train other staff who will be working with the Person Served.

Person Served Demographics:	
Location of Training:	
Person Served Name:	**Primary Case Holder Name:**
MCCMH Case #:	**Primary Case Holder Agency:**
Plan Effective Date:	**Plan Expiration Date:**
Reason for Training *(Check **ONLY** one, per document trained on)*: ☐ Annual IPOS ☐ IPOS Amendment ☐ Period Review ☐ Crisis Plan ☐ Other _____	
Section 1: This section is to be completed **only** by the Primary Case Holder, each time there is a new or existing staff who will be trained as the "Train the Trainer". These identified staff must be trained on the Person's Served, IPOS, Amendment, Periodic Review, Crisis Plan or other changes to the IPOS that impact the delivery of services being provided. Once trained, the staff will be designated as the "Train the Trainer" and able to train the Aide/Direct Support Professional (DSP) - level staff.	

Section 1: Train the Trainer – Completed only by the Primary Case Holder

Train the Trainer Staff Name & Signature	Training Date	Primary Case Holder Name, Signature & Credentials	Training Date

Person Served Demographics:	
Location of Training:	
Person Served Name:	**Primary Case Holder Name:**
MCCMH Case #:	**Primary Case Holder Agency:**
Plan Effective Date:	**Plan Expiration Date:**
Reason for Training *(Check **ONLY** one, per document trained on)*: ☐ Annual IPOS ☐ IPOS Amendment ☐ Period Review ☐ Crisis Plan ☐ Other _____	

Section 2: This section is to be completed **only** by the "Train the Trainer", listed in Section 1 above, or the Primary case holder; whomever is training the Aide level staff. This section identifies staff who have been trained on the Person's Served, IPOS, Amendment, Periodic Review, Crisis Plan or other changes to the IPOS that impact the delivery of services being provided. Once trained, the Aide/Direct Support Professional (DSP) -level staff can provide services as written in the IPOS.

Section 2: Aide Level Training — MCCMH Case #:

Aide Level Staff/DSP Name & Signature	Training Date	"Train the Trainer" OR Primary Case Holder Name, Signature, Credentials (if applicable)	Training Date

Person Served Demographics:	
Location of Training:	
Person Served Name:	**Primary Case Holder Name:**
MCCMH Case #:	**Primary Case Holder Agency:**
Plan Effective Date:	**Plan Expiration Date:**
Reason for Training *(Check **ONLY** one, per document trained on)*: ☐ Annual IPOS ☐ IPOS Amendment ☐ Period Review ☐ Crisis Plan ☐ Other _____	

Section 2 *continued*: This section is to be completed **only** by the "Train the Trainer", listed in Section 1 above, or the Primary case holder; whomever is training the Aide/Direct Support Professional (DSP) - level staff. This section identifies staff who have been trained on the Person's Served, IPOS, Amendment, Periodic Review, Crisis Plan or other changes to the IPOS that impact the delivery of services being provided. Once trained, the Aide/Direct Support Professional (DSP) -level staff can provide services as written in the IPOS.

Section 2: Aide Level Training		MCCMH Case #:	
Aide Level Staff/DSP Name & Signature	Training Date	"Train the Trainer" OR Primary Case Holder Name, Signature, Credentials (if applicable)	Training Date

CIRCLE ONE BELOW
Is this a <u>new account</u> or are you <u>changing DD information</u>?

AUTHORIZATION FOR DIRECT DEPOSIT - EMPLOYEE FORM

This authorizes <u>Lifelong Advocacy</u> (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Your check will be posted to your account on the 10th and 25th of each month that you turn in time sheets (by **their due date**). Your bank processes them exactly on the day as specified above.

ACCOUNT (check one) Checking or Debit _____ Savings _____

_____
Employee Bank Name

_____ _____
Bank Routing # (ABA#) *Account #*

Percentage or Dollar Amount to be deposited to This Account - 100%

If you do not print legibly, <u>we will not be able to process this request.</u>

This authorization will be in effect until the Company receives a written termination notice (from myself) and has a reasonable opportunity to act on it.

Signature _____

Printed Name _____

Consumer's Name: (Person you work for) _____ *Date:* _____

For Office Use Only: Information Posted to the Account on: _____

Notes :

_____
_____
_____
_____
_____

IMPORTANT! Make copies of your certifications for your records! Do NOT turn in this sheet unless you have ATTACHED a copy of the class certification or a receipt for the cost of the class!

(Make copies of this form for future use)

REIMBURSEMENT FORM

Employee's Name: _____ Consumer's Name: _____

Do you work for other Consumers? YES / NO (circle one)

This form must be submitted within 30 days of take a class. This form must have a copy of the certifications attached.

REQUIRED TRAINING (class): Reimbursement for the cost of a training class can only be reimbursed if there is room in the budget. Please have your employer check with their Fiscal Intermediary BEFORE taking the class.

This form must be filled out ENTIRELY AND SIGNED BY BOTH THE EMPLOYER AND EMPLOYEE TO BE VALID. We cannot reimburse for any costs if this form is not filled out properly or if there is not a signed receipt along with the name and phone number of the training site.

Training	Cost	Hours Attended	Receipt Included	Notes
1 – Recipient Rights	$0			Trained by the County
2 – First Aid*				*Must be American Heart or Red Cross sponsored
3 – CPR*				*Must be American Heart or Red Cross sponsored
4 – Bloodborne	$0			plp.mivu.org
5 –				
6 –				
7 –				
8 –				
9 –				
10 –				
Total Cost of Classes				
Total Amount of Hours				

Employer Signature: _____ Employee Signature: _____

For Office Use Only

Reimbursed on: _____ Date: _____

FI Initials: _____ App'd by: _____

Macomb County Community Mental Health
Self-Determination Employee Training Tracking

Refer to MCCMH Self Determination Training Requirements Guide on our website for training details Training Opportunities – MCCMH

Staff Name: _____

Date of Hire: _____

REQUIRED TRAINING:	INITIAL TRAINING DUE BY:	DATE OF INITIAL TRAINING:	REPEAT TRAINING DUE BY:	DATE OF REPEAT TRAINING:
Bloodborne Pathogens / Universal Precautions/ Infection Control * ***Required*** **(RAPID TRAINING)**				
Person-Centered Planning-IPOS Plan Goals and Objectives ****Required*** **(RAPID TRAINING)**				
Emergency Preparedness ****Required***				
Basic First Aid ****Required***				
Recipient Rights ****Required***				
Behavior Treatment Plan Specific to Person * ***(Required if plan exists)***				
Corporate Compliance/ HIPAA (Strongly Encouraged)				
CPR (Strongly Encouraged)				
Cultural Competency (Strongly Encouraged)				
Grievances and Appeals (Strongly Encouraged)				
Limited English Proficiency (Strongly Encouraged)				
Trauma-Informed Care (Strongly Encouraged)				
Question, Persuade, Refer (QPR) (Strongly Encouraged)				
Other per IPOS (if any):				

***Required Trainings** within 30 days of hire. **RAPID TRAINING** completed prior to billable services delivered.
Employers are responsible for ensuring that hired staff remain compliant with initial and repeat training timeframes.
Staff missing training risk not being paid.