



Self-Direction Self Hired Staff Status Form

Self-Hired Staff Name: _____ Individual Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Mobile Phone Number: _____ Home Phone Number: _____
 Email: _____

Start Date of Employment Status: _____

This form should be filled out prior to employment and sent back with the New Hire Paperwork or before a rate change. Should the employee's hours change resulting in a status change and/or rate change during the course of employment, this form will need to be completed and resubmitted to the Fiscal Intermediary Department

****Please note the rate indicated above must be less or equal to the rate in the budget****

If the Self-direction FI is not officially notified, the status change and/or rate change cannot be processed until the form is received.

Pay Rate: Com Hab: \$ _____ Respite: \$ _____ SEMP: \$ _____

Employee Status: Please indicate the employee status with you and provide the anticipated average hours by service per week.

- Per Diem (1-19 hours)
 Hours per week by service: SD ComHab _____ Respite _____ SEMP _____
- Part Time (20-34 hours)
 Hours per week by service: SD ComHab _____ Respite _____ SEMP _____
- Full Time (35-40 hours)
 Hours per week by service: SD ComHab _____ Respite _____ SEMP _____

Indicate Employee Schedule:

Employee must have a set schedule to be eligible as Part-Time or Full-Time. Please provide a general schedule of supports below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Schedule: Indicate start and end time for each day the employee will be working

Please Note:

- If employee works with more than one participant, this form must be completed for each participant they provide services for.
- Self Hired staff are not eligible for overtime. Staff must be aware of the time card and allotted hours the individual is eligible for. Overtime is subjected for any disciplinary actions up to written warnings, including termination of employment.
- Due to our limited ability to back date employment statuses, we can only backdate a status update to be first of current month that we receive the status change form. **Rates can not be back dated and start at beginning of a payroll week.**

**** Employees must reach out to Self-Direction team for enrollment information.**

Employee Signature **Date**

Participant/Representative Signature **Date**

<p><u>FI Office Use Only:</u> Date received: _____ FI Initials: _____ Status: _____ Effective date: _____</p> <p><input type="checkbox"/> This employee works with multiple participants</p>
