

## EMPLOYEE APPLICATION PACKET

Name of Employee: \_\_\_\_\_

Individual to be receiving HCBS services by this employee: \_\_\_\_\_

To begin working with an individual under the HCBS waiver program, ALL attached documents MUST be completed and returned to the Life Patterns office. The application and background check process generally takes **about 2 weeks**, at which point the employee will be notified that he/she can begin providing HCBS services.

**This packet should be returned with the following (check boxes for verification):**

- Application
- W-4
- K-4
- \*\*\*I-9---** Worker should fill out section 1; **Employer should fill out section 2.** An instruction sheet is included. A hard copy must be returned to us. **We MUST receive a hard copy of this document.**
- Direct Deposit Form ---If you prefer not to have direct deposit to your account, please include a copy of your driver's license and social security card, and you will be issued a payroll card. You *must* still complete this form.
- 3 Background Check Forms:
  - o Child Abuse
  - o Adult Abuse
  - o KBI
- \*\*\*Employee Agreement Form---** must be completed and signed by **BOTH** the **worker AND the employer.**
- Worker Data Sheet
- Payroll Provider Agreement

**\*\*\*PLEASE NOTE: The employer is NOT Life Patterns.**

**The employer is the individual receiving services. \*\*\***

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**Return COMPLETED Packet to your prospective office:**

**Topeka Office**

Attn: Kristen Gerdel, Employment Coordinator  
3300 SW 29<sup>th</sup> Street, Suite 100  
Topeka, KS 66614

**Montezuma Office**

Attn: Cristina Enns, Employment Coordinator  
P.O. Box 418  
Montezuma, KS 67867

Please don't hesitate to contact Life Patterns:  
Topeka: 785-273-7189 Montezuma: 620-846-7189  
with any questions or concerns during this process.