

New Hire Paperwork Checklist (PCA)

Instructions

- Use this checklist to ensure that your PCA's paperwork is filled out completely and correctly
- Use the enclosed sample packet for guidance on how to fill out New Hire Paperwork
- Include your Consumer number on all forms if completing manually
- Your PCA **cannot work** before they are authorized by Tempus FI

Form		Required Information	Tips for Success
☐	PCA/DCW Provider Information Form	<i>All fields marked with a (*) are required for completion</i>	- Use the PCA's legal name as shown on legal documents demonstrating identity and employment authorization - Do not use a P.O. Box for the home address - Provide a valid email address and at least one phone number
☐	PCA Provider Agreement	Important Information Acknowledged by Signing - PCA cannot begin working until authorized by the Fiscal Intermediary (Tempus Unlimited, Inc.) - PCA must be authorized to work in the United States - PCA must comply with MassHealth PCA Program requirements - PCA must follow Electronic Visit Verification (EVV) and Activity Form requirements - PCA must comply with weekly hour and overtime limits - PCA must maintain updated contact information with the Consumer-employer and Fiscal Intermediary - PCA services are limited to authorized and covered services	- Read the entire agreement before signing - Select only one option describing the relationship to the Consumer-employer - Select only one option in the ownership/control section - If ownership or control exists in another MassHealth provider entity, provide the information as requested - Ensure all signatures and printed names are complete and legible - Complete the date signed field - Keep a copy of the signed agreement for your records
☐	Form I-9 <i>Page 1 of 4</i>	Employment Eligibility Verification Section 1: PCA Information and Attestation - PCA's Legal Name - PCA's Address/Date of Birth - PCA's Social Security Number - PCA's Email Address - PCA's Phone Number - PCA's Citizenship/Immigration Status - PCA's Signature - Date	Section 1: PCA Information and Attestation - Fill out Section 1 completely - Select the correct citizenship/immigration status - The PCA must sign this section *Copies of documents establishing identity and employment authorization (Form I-9 acceptable documents) MUST be submitted with new hire paperwork

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	Form I-9 <i>Page 1 of 4</i> (continued)	Section 2: Employer Review and Verification Consumer-employer must: - Physically examine and obtain copies of Form I-9 acceptable documents that establish identity and employment authorization <i>*Page 2 of Form I-9 lists acceptable documents</i> - Enter information from the acceptable documents supplied by the PCA (once reviewed) on Form I-9 Section 2 - Enter first date of employment - Sign the form	Section 2: Employer Review and Verification - Consumer-employer cannot tell the PCA which acceptable documents to provide, the PCA may use Page 2 of Form I-9 to select which acceptable documents they will provide - Form I-9 acceptable documents must be current and valid - Copies of documents being submitted with New Hire Paperwork must be clear and readable - Required signatures must be obtained
☐	Form I-9 <i>Page 2 of 4</i>	Acceptable Documents *Consumer-employer must submit these documents. Page 2 provides a list of acceptable documents for use in establishing the PCA's identity and employment authorization	*Only one document is needed if selecting an acceptable document from List A. If selecting from List B or List C, one document from BOTH List B and List C will be required.
☐	Form I-9 <i>Page 3 of 4</i>	Supplement A: Preparer and/or Translator Certification for Section 1 *Required ONLY if using a Preparer or Translator	If you use a Preparer and Translator, they must complete <u>AND</u> sign this form.
☐	Form I-9 <i>Page 4 of 4</i>	Supplement B: Reverification and Rehire (formerly Section 3) *Required ONLY if the PCA requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change	- Complete form including required signatures - You cannot tell the PCA which acceptable documents to provide - Physically review provided documents and submit copies to Tempus Unlimited, Inc. along with the Supplement B form
☐	Form W-4	Employee's Withholding Certificate - PCA's Legal Name - PCA's Address - PCA's Social Security Number - If the PCA chooses to claim additional withholding or other adjustments, complete the applicable sections of the form - PCA's Signature and Date	- Complete all required fields. - Select a filing status before signing the form - PCA must sign and date the form - Use the PCA's legal name as it appears on Form I-9 acceptable documents - Ensure the Social Security Number is entered correctly Tempus Unlimited, Inc. cannot provide tax advice. PCAs should consult a tax professional if they have questions about how to complete Form W-4

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Choose One of the Following Two Options for Payment			
☐	Direct Deposit Form	- PCA's full name as it appears on the bank account - Bank routing number - Bank account number - Consumer name and ID number - PCA's phone number	- PCA must sign and date the form - A voided check or a bank account verification form or letter must be provided - Accounts listed cannot be an account that is shared with the Consumer or surrogate - PCA must be a listed member on the account, 3rd party accounts may not be used - PCA's name on the account must match names on the W4 and Form I-9
or			
☐	Debit Card Enrollment Form*	*Required if no Direct Deposit Information is provided - PCA's full name and address - PCA's PO box (if applicable) - PCA's phone number - PCA's social security number - PCA's email address - Consumer name, ID number and physical address	- PCA must sign and date form - PCA must provide a physical address in addition to PO box
Optional			
You must provide this form to your PCA, but they may choose if they want to complete the form			
☐	Massachusetts M-4	- PCA's Legal Name - PCA's Address - PCA's Social Security Number - Massachusetts withholding election (if applicable) - PCA's Signature - Date	- This form is optional and may be completed if the PCA wishes to make Massachusetts state withholding elections - PCA must sign and date the form if they choose to complete it - Use the PCA's legal name as it appears on Form I-9 acceptable documents - Ensure the Social Security Number is entered correctly - Review the withholding election information for accuracy before signing