

## Personal Assistant Required Employment Documentation Checklist

To maintain the safety of both the community member and the personal assistant, there are numerous regulations that require mandatory compliance. These rules and regulations are implemented by both New York State and the Independent@ Home Program. Each of the mandatory Items listed below must be completed and sent to Independent @ Home for approval BEFORE your first day of work.

### Mandatory Health Screenings/Evaluations

- Annual Health Assessment with Habituation Statement
- Two-Step TB Skin Test or IGRA TB Blood Test
- Proof of Immunity Against Measles: 2 doses of Vaccine or Positive Titer or DOB before 1/1/1957 or Confirmation of Measles
- Proof of Immunity Against Rubella: 1 Dose of Vaccine or Positive Titer or Confirmation of Rubella
- Hepatitis-B Vaccination Consent/Declination Form

### Mandatory Independent@ Home Program Documents

- Personal Assistant Orientation Checklist
- Personal Assistant Employee Profile
- Memorandum of Understanding
- Confidentiality Statement
- Corporate Compliance Education Review
- PPD Agreement
- Notice of Acknowledgment and Pay Rate
- Tax Forms W-4 and IT-2104
- U.S Immigration Employment Verification Form I-9

### As Applicable

- Direct Deposit Form
- Paid Family Leave Waiver
- Background Screening
- Sex Offender Screening
- Drug Testing

**I have been given a copy of the Policy and Procedure Guide. I understand and agree to fulfill all listed requirements before the start of employment.**

\_\_\_\_\_  
Personal Assistant Signature

\_\_\_\_\_  
Date