# Community Choices Waiver Participant Direction

# Employee File Checklist

Disclaimer:  The Division of Healthcare Financing has provided the following checklist as a resource for Employers of Record (EOR).  EORs are required to retain a file on each of their employees. EORs may use this template as a starting point to identify the documents they intend to retain in their employee files. EORs are obligated to meet all federal, state, local, and program related requirements. For program requirements related to employment, please contact ACES$ at (877) 226-8836 or supportwy@mycil.org.

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| --- | --- |
| Employee Name: |   |
| Date of Hire: |  |

☐ Personal information (name, address, phone number)

☐ Job Description, signed

☐ Application/Resume (if applicable)

☐ Job reference checks

☐ Employment eligibility

☐ Criminal history and background investigations

☐ Employee wages

☐ Training records along with specific tasks to be performed

☐ Emergency contact information

☐ Performance evaluations

☐ Disciplinary action

☐ Termination documents