

Community Support Worker Intake

Complete this form entirely to begin the enrollment process as a worker in the Family-Directed Services program. Completion of this form does not constitute a hiring by the employer.

PARTICIPANT (CHILD RECEIVING SERVICES) INFORMATION		
Full Name	SSN	Program:
Name of Child's Parent/Guardian		
Worker's relationship to Child/Employer*		
<input type="checkbox"/> Yes <input type="checkbox"/> No – I am currently employer by another Participant in the Idaho Self Direction Program.		
<p>*The child receiving services is the Employer of Record. By program rule, the parent, stepparent, or guardian of the program recipient (child named above) is not allowed to be a paid employee in the Family Directed Services option.</p>		

WORKER (APPLICANT) INFORMATION			
First Name	Middle Name	Last Name	
Social Security Number	Email	Date of Birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Is the worker-applicant related to the participant by blood or marriage?			
<input type="checkbox"/> No <input type="checkbox"/> Yes I am the participant's: _____ (specify relationship)			
Do you share a residence with the participant?			
<input type="checkbox"/> No <input type="checkbox"/> Yes Please specify who owns or rents the residence: _____			
Physical Address (Street Address, Including Apt. #)			
City	State	Zip	County
Mailing Address (Street Address, Including Apt. #) – <i>if different than the physical address</i>			
City	State	Zip	County
Phone1	Phone2	Preferred Method of Communication <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone / Voicemail	

How would you like to continue the enrollment process?

- Complete Enrollment Paperwork Online. The worker will receive login instructions from Palco.
- Email a prepopulated PDF packet to the worker.
- Mail a prepopulated paper packet to the worker's address.

By signing below, the worker consents to complete enrollment electronically and has provided an email address and Social Security Number that belongs to him and her. The worker understands that Palco is not responsible for providing information to an incorrect email address supplied by him or her. The worker has read and agrees to Palco's Notice of Privacy Practices and the Terms and Conditions of Palco's online enrollment system. The worker agrees to receive information, notifications, and other correspondence electronically to the email address provided. Such correspondence may contain Personal Health Information as defined at 45 CFR 160.103 and other personally identifiable information. The worker accepts all risks associated with the transmission of such information via those channels. The worker understands that his or her consent is in effect until Palco is notified in writing that the worker withdraws such consent.

Worker Printed Name

Employer Printed Name

Worker Signature

Employer Signature

Date

Date

Please return this form to Palco via email: enrollment@palcofirst.com or via fax to 1.877.859.8757.