



## Applicant Worker Intake

Complete this form entirely to begin the enrollment process as a worker in the Work Opportunities Reward Kansans (WORK) program. Completion of this form does not constitute a hiring by the employer.

| PARTICIPANT INFORMATION |     |  |
|-------------------------|-----|--|
| Full Name               | SSN | Program<br><input type="checkbox"/> WORK |

| WORKER (APPLICANT) INFORMATION   |             |   |  |
|--|-------------|---|--|
| First Name   | Middle Name | Last Name   |  |
| Social Security Number   | Email       | Date of Birth (mm/dd/yyyy)  | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female |
| Is the worker-applicant related to the participant by blood or marriage?<br><input type="checkbox"/> No <input type="checkbox"/> Yes. I am the participant's: _____ (specify relationship) |             |   |  |
| Do you share a residence with the participant?<br><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<br><input type="checkbox"/> Email <input type="checkbox"/> Mail<br><input type="checkbox"/> Phone / Voicemail |  |

|   |
|---|
| How would you like to continue the enrollment process?<br><br><input type="checkbox"/> Complete Enrollment Paperwork Online. The worker will receive login instructions from Palco.<br><br><input type="checkbox"/> Email a prepopulated PDF packet to the worker.<br><br><input type="checkbox"/> 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](mailto:enrollment@palcofirst.com) or via fax to 1.877.859.8757.***