

DOCUMENT CHECKLIST

	Employer Record	Support Coordinator	Fiscal Agent	Employee	Employee File	State office DSPD
Service Agreement Form 2-9SA	X	X				
Incident Report Form	X	X				
Employee Agreement Form 2-9EA			X	X	X	
Code of Conduct	X			X	X Signature page	
Copy of Driver's License			X		X	X With BSA
Background Screening Application (BSA)						X
Form I-9 Employee Verification			X		X	
Time Sheet and Comments	X		X			
Proof of Auto Insurance					X	
W-4 Form			X		X	
Employee Certification Form 2-9C		X			X	
Support Strategies	X	X		X Daily File		
Monthly Summaries		X				
Service Specific Training	X			X		

