



**INSTRUCTIONS FOR EMPLOYERS ON COMPLETING NEW EMPLOYEE AGREEMENTS:**

1. Each Employee must sign an Employee Agreement. Return the signed agreement to the Self-Determination Coordinator (David Jenks, MA, and QIDP). Two copies of the fully signed Employee Agreement will be sent to you – one for your records (the employer) and one your employee.
2. Each Employee must complete a Payroll Forms Packet
3. **Obtain a copy of the employee's driver's license and social security card.** Federal Law requires us to keep a copy of these documents on file to prove US citizenship. Your employee cannot be hired without providing a copy of their driver's license and social security card.
4. Return the signed Employee Agreement and completed Payroll Forms Packet, along with the copies of the driver's license and social security card to the CMH Self-Determination Coordinator. Your case coordinator can deliver it for you or you may mail it directly to:

Shiawassee Health and Wellness  
ATTN: Self-Determination Coordinator  
1555 Industrial Drive  
Owosso, MI 48867

**NOTE:** Be sure both you and your employee understand all sections of the employee agreement. If you have any questions you may direct them to your case coordinator or the self-determination coordinator.

Self-Determination Coordinator is:  
David Jenks, MA, QIDP  
Phone: 989-723-0784