



A couple of reminders for starting Self Determination:

1. A copy of a current driver`s license and social security card MUST be included to process the hiring packet
2. All forms that require the employers or employees signatures need to be signed and dated.
3. An hourly amount to be paid must be filled in. If any vacation time or holiday pay is to be paid that must be included to.
4. Attached are 3 extra copies of time sheets and mileage vouchers. To ensure staff will be reimbursed for mileage expense mileage must be included in the individuals SD budget.
5. If you have any questions please call 989-723-0784 or ask your case manager.

Sincerely,

David Jenks, MA
Self- Determination Coordinator
9889-723-0784