



EMPLOYER INSTRUCTIONS AND CHECKLIST

The employer must complete **all** of the forms in the packet to enroll in the VD-HCBS program. Follow the instructions in this packet to enroll properly. **All areas highlighted in yellow must be signed.** *If the veteran or the veteran's Legally Authorized Representative appoints a designated representative, that person can also sign all of the forms except those for the IRS and TWC. If the employer signs with an "X," a witness must write: "Witnessed By," and sign his/her name next to the "X." **The witness may not be the employee.***

Use the checklist below to confirm you have completed all required forms. **Instructions** on how to complete the forms start on the next page.

REQUIRED FORMS TO RETURN TO CDS IN TEXAS	
<input type="checkbox"/>	Participant Contact Information is filled out and signed
<input type="checkbox"/>	Designation of Representative is filled out and signed, <i>if applicable</i>
<input type="checkbox"/>	IRS Form SS-4 is filled out and signed
<input type="checkbox"/>	IRS Form 2678 is filled out and signed
<input type="checkbox"/>	TWC Form C-42 Written Authorization is signed
<input type="checkbox"/>	Employer Service Agreement is filled out and signed
<input type="checkbox"/>	Privacy Practice Notice is signed
<input type="checkbox"/>	Direct Deposit Authorization is filled out and signed
<input type="checkbox"/>	Voided check, Prepaid Card Form or Bank Letter is attached
<input type="checkbox"/>	Form 1736 - Documentation of Orientation
<input type="checkbox"/>	Forms 1581, 1582, 1584, and 1585 - Overview of Employer Responsibilities
<input type="checkbox"/>	Form 1740 - Service Backup Plan
<input type="checkbox"/>	Form 1826-D - Case Information Release
FOR YOUR RECORDS	
Information for Employers	Timesheet (make extra copies)
Rate Information for Employers	Employer Reimbursement Request (make copies)
Payroll Schedule (give copy to employees)	