



## Starting your Employer of Record Service

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Suite 15  
Oakland, CA 94619  
510-336-2900  
FAX 510-336-2903

You can start your service with Manos Home Care by using the phone, email, fax, and mail—no visits to our office are necessary. Or you can visit our office and get it all done at once, or we can visit you. You choose. Here are the steps you and your worker need to take to sign up. Everything can be finished in one week if forms are filled out and sent back the day they are received using a fax or email. We pay for live scans and CPR training.

① **Spend ten minutes with Manos on the phone**

During your Manos Home Care phone conversation, we will answer your questions, take down some information, and document that you have decided to use Manos Home Care as your employer of record service provider. We will send you the forms needed to sign up. If you mail them back, we can include an envelope with postage on it.

② **Have your worker do live scan**

Live scan allows Manos Home Care to check your worker's criminal background at no charge to the worker. Make sure your worker performs their live scan as soon as possible. We will show the worker a nearby live scan.

③ **Call your case manager**

Call your case manager to confirm Manos Home Care is your employer of record service provider and ask your case manager to give us a purchase of service (POS) for your family member receiving services.

④ **Spend ten minutes filling out forms**

After receiving the forms, fill them out and return them by fax, email, or mail. Fax or email is quicker, but the mail is fine. We can include a return envelope with postage on it in your initial package.

⑤ **Make sure your worker has filled out the forms and signed up for CPR training**

Make sure your worker has provided us with an

1. Application
2. W-4 form
3. Copy of Passport or a State Picture ID card (drivers license or state ID card)
4. Copy of their social security card or at least their social security number—if there is no card we will verify the number
5. I-9 form (employee part filled out).

We can provide over-the-phone or in-person assistance if needed. If your worker does not have a CPR certificate, we will pay for their training.

⑥ **Send the forms by fax, email, or mail**

The best way is to send all the family and worker forms together in a packet, fax, or email. Make sure your worker has sent the forms. Call us to check on the status of your service.

**You start when the Regional Center gives us the purchase of service (POS)**

**510-336-2900 ♦ 24 hours a day/7 days a week**  
**[contact@manoshomecare.com](mailto:contact@manoshomecare.com) ♦ [www.manoshomecare.com](http://www.manoshomecare.com)**