

SCSEP NEW PARTICIPANT CHECKLIST

- I have received a copy of the Title V Participant Handbook (including agency grievance procedure). YES NO
- I have received a withholding tax form (W-4).
I have had the payroll option explained to me. YES NO
- I have received a time sheet and an explanation of the time sheet, my hours of work and the wage rate. YES NO
- I have been given the opportunity to participate in the United Way voluntary payroll deduction plan. YES NO
- Mileage compensation privileges, if applicable, have been explained to me. YES NO
- I have a received a copy and explanation of the Drug Free Workplace Policy, Voluntary Submission to Search, Physical Exam and/or Blood Urine Analysis Test and Release of findings and information statements. YES NO
- I acknowledge that I participated in the preparation of an Individual Employment Plan with an explanation of my obligation to seek unsubsidized employment. YES NO
- I have received a copy and an explanation of the Consumer Rights and the SCSEP Privacy Act Statements. YES NO
- I have received a copy and an explanation of the Criminal Background Check, Employment Search Agreement, Employment Training, SSI and Disability Income Statements. YES NO
- I understand the Unemployment Benefit Status of the Title V enrollees. It has been explained to me that the Department of Labor and Workforce Development has ruled that participants in the Title V programs are not considered covered employees for the purpose of claiming unemployment insurance benefits. YES NO
- I understand that I am to report to the Title V Program Director any changes in my individual or household income. YES NO
- I have received a copy and explanation of the Political Activities and Volunteering at Host Agency Statements. YES NO
- I have received a copy and an explanation of the Workers' Compensation and the Americans with Disabilities Act of 1990 (ADA). YES NO

My signature here is acknowledgement that I have had matters concerning my enrollment as a participant in the Title V Program explained to my satisfaction.

Participant's Signature _____

Date _____