Consumer Directed Services

Applicant Verification for Employees

Consumer's Name	Employer Name
Applicant Name	Applicant Social Security No.

The employer must verify that the applicant meets each criterion. The employer must ensure the following forms and/or copies of documentation to verify the criteria are met and are kept in the employee's personnel file. This form and supporting documentation **must** be sent to the Consumer Directed Services Agency (CDSA) for verification before the applicant can be hired.

Employment Qualifications

- ☐ The applicant is at least 18 years of age.
- ☐ The applicant is not disqualified based on Form 1734, Service Provider and Employer Certification of Relationship for Employment.
- ☐ The applicant is not barred from employment based on the results of the Texas Department of Public Safety (DPS) Criminal Conviction History Check and Health and Safety Code Chapter 250, registry checks or Medicaid Exclusion List (Form 1725).
- ☐ Form 1728, Liability Acknowledgement.
- ☐ The applicant has read *Notice Concerning Workers' Compensation in Texas* (TWC Notice 5).
- ☐ The applicant has current CPR certification (Community Living Assistance and Support Services (CLASS) and Deaf-Blind with Multiple Disabilities (DBMB) only).

CDSA Certification

The applicant ☐ **does** ☐ **does not** meet qualifications for employment.

Only applicants who meet all qualifications may be employed.

Acknowledgement

The applicant and employer acknowledge that the applicant meets qualifications for employment and that a copy of this form must be submitted to the CDSA. The CDSA must verify applicant qualifications **before** the employer offers employment to the applicant.

Signature – Employer	Date	Signature – CDSA	Date