



Personal Support Worker Adding New Clients Instructions

Welcome to Lane County Developmental Disability Services

Personal Support Worker Adding New Client Process

Please be sure to read these directions carefully!

You will need to complete the following forms:

- PSW-Domestic Employee Form (SDS 050)

Please complete each document with your Employer of Record (EOR). If you are unsure who the EOR is going to be, please reach out to your client's case manager at your earliest convenience. They will be able to assist you.

Please ensure all copies are clear, readable, and contain all information and signatures.

Documents may be:

- Dropped off in our lobby. We are open Monday – Friday 8:00am to 5:00pm
- Emailed to LaneDDSCrims@lanecountyor.gov. Please ensure that all documents are completed and signed.

Once we have received and reviewed your documents you will receive a reply with additional instructions, if needed.

IMPORTANT NOTES:

- Please do not begin working until you receive a formal authorization to start from our office.
- Please ensure that all paperwork is completed legibly and thoroughly and signed where appropriate
- Please ensure that all information is consistent on each document. Any difference in name, address or other information can result in a delay to your certification.

If you have any questions, feel free to contact our office at 541-682-3695 or

LaneDDSCrims@lanecountyor.gov.

Thank you for your continued support of I/DD individuals in our community!