



INDEPENDENT CONTRACTOR'S REGISTRATION PROCESS

Washington Home Care LLC
dba Washington Homemaker Companion Registry
1 Kirby Road
Washington, CT 06793
203-577-8979
saraguillemette@gmail.com
www.washingtoncthomecare.com

WASHINGTON HOME CARE LLC dba Washington Homemaker Companion Registry is registered with the State of Connecticut, Department of Consumer Protection as HCA (Homemaker Companion Agency) #0001654. The business model is a "Nursing Registry model". Carefully review the website www.WashingtonCTHomeCare.com.

Terminology used:

Service Provider (formerly called the "Caregiver") is the Independent Contractor

Service Seeker is the person(s) seeking assistance, to whom you will provide services.

Authorized Representative is the person legally authorized to handle finances of the Service Seeker.

What Is an Independent Contractor?

The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor is subject to Self-Employment Tax. Please consult with your tax preparer to determine if you will be subject to quarterly tax payments. Initially, an IRS W9 form must be filled out and handed to an Authorized Representative. At the end of each year an IRS 1099 form will be completed and mailed to the appropriate state and federal tax offices.

1. OBTAIN (2) Economy 3-Ring, 1-inch capacity, HARD COVER binders with plastic view. (1) to submit to the office. (1) for caregiver to have in hand while interviewing in person or via Tele-Conference.
2. OBTAIN a packet of Sheet Protectors, reinforced 3 Hole Design (plastic report covers). Please protect each of the below. Please add this page to the front cover of both binders
3. PRINT Washington Home Care LLC's Marketing Agreement detailed on the website, under "Onboarding Documents". Complete, Sign, Date. Add to both binders.

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4. OBTAIN (2) sets of ink FINGERPRINTS from a resident police office OR CT State Police Troop A, 90 Lakeside Rd., Southbury, ph # 203 267 2200, (walk in 7:30a, 3:30p, 11:30p M-F) OR from CT State Police Troop L in Litchfield, ph #860 953 9949, 452A Bantam Rd. Litchfield, CT 06759. Call first. Follow CV19 protocol. Sometimes, there's no fee, or a \$10. or a \$15. or \$25 fee. Please call. Ask. Request (2) original standard fingerprint cards.
5. PHOTOCOPY the front of the driver's license (if planning to drive your client)
6. PHOTOCOPY the current active driver's insurance policy (if planning to drive your client)
7. PHOTOCOPY of a valid passport if NO other form of photo ID is available.
8. If applicable, PHOTOCOPY of an employment authorization for non-citizens, OR permanent resident green card OR work Visa, OR Proof of Eligibility for any Work Permits.
9. PRINT 3 Professional letters of reference for each binder.
10. . Physical examination w/in the past year to include
 - Tuberculosis (PPD) skin test
 - MMR vaccine (Measles, Mumps, and Rubella)
 - Seasonal influenza vaccine
 - PCR test neg result for SARS-CoV-2, requested within 72hrs of employment by new client
 - Current variant - SARS-CoV-2 vaccine, the registration is available here:
<https://dphsubmissions.ct.gov/independent>
11. COPY Certificate of Liability Insurance. If none, go to <https://access.cmfgroup.com>, choose coverage limits \$1M occurrence, \$6M aggregate.
12. COPY all relevant Service Provider and/or Homemaker Companion (formerly caregiver) certifications.
13. COPY professional résumé. Sara offers to take a dictation by appointment OR Goodwill Career Centers are open now in Bridgeport, Enfield, Hartford, Shelton, Norwalk and Waterbury to help. Link for résumé building assistance:
<https://www.gwct.org/career-coaching>