

Direct Care Worker Onboarding Checklist

What you'll need to get set up and ready for your first paid hours.



Summary: Welcome! We are excited to get you set up and working. This checklist will help you understand what happens next.

STEP 1 — TALK WITH YOUR EMPLOYER

- Confirm your role and what's expected of you before your first shift.
- Discuss and agree on your rate of pay. Your employer will document this on your Pay Rate form.

STEP 2 — START YOUR ENROLLMENT

- Once your employer informs Veterans Choose they would like to hire you, you'll receive instructions to begin your enrollment.
- You'll receive a link to create your MyLynk account and complete your enrollment.
- No internet access? Let your employer or Veterans Choose know, and an alternate method will be determined.

STEP 3 — BEFORE YOU BEGIN, HAVE THESE READY

- Basic information, including:
 - Full legal name
 - Social Security number
 - Date of birth
 - Address
- Your I-9 documents. You'll need either:
 - One document from **List A**, which proves both your identity and authorization to work; or
 - One document from **List B**, which proves your identity, and one document from **List C**, which proves your authorization to work.
- See the full list of acceptable I-9 documents on the [USCIS website](#).
- Know which document(s) you'll use and have them available when you complete the form.
- Direct deposit information, if you plan to be paid by direct deposit (strongly recommended).

STEP 4 — COMPLETE YOUR FORMS

- As part of enrollment, you'll complete the forms needed to get you set up as an employee, including but not limited to:
 - Employee agreement
 - Background check authorization
 - Pay method selection and direct deposit authorization
 - Relationship disclosure, if you're related to, or live with, your employer
- If using the MyLynk portal to enroll, all of these documents and more will be generated for you.

STEP 5 — YOU'RE READY TO WORK

- Veterans Choose will review your enrollment and required forms.
- You'll know you're all set when your employer or Veterans Choose notifies you of your approved work date. **That's your green light to begin your first paid shift.**

QUESTIONS OR NEED HELP?

You don't have to navigate the process alone.

Contact Veterans Choose if you have questions or aren't sure what to do next.