

1802 E. Spruce St.
P.O. Box 2090
Garden City, KS 67846
Phone: 620-276-1900
Fax: 620-271-0200
Payroll Fax: 620-276-3537



To: Customers

As your Fiscal Agent, we at the Center for Independent Living Southwest Kansas are striving to provide the best services in Kansas. To assist us with this effort we need you to fill out the forms on every personal assistant you are hiring. **Enclosed are the documents we need you to complete for each personal assistant, sign and date where indicated and return to our office.** Once you have completed these forms and returned them to our office we will send you time sheets for your personal assistant. **It is important that you send these documents back to CILSWKS as soon as possible to ensure timely payment for your personal assistant.**

Also please **send in copies of identification** on each personal assistant, such as **Drivers License and Social Security Card.** Other forms of identification will work as indicated on the I-9 Form if they do not have either of these.

We strongly urge you to create a folder and keep a copy of each time sheet, Employment Agreement, Plan of Care, Attendant Care Worksheet, and Notice of Action for your records. This will assist you with managing your personal assistant.

Thank you for working with us. If you need any assistance with filling out the forms please contact us at your convenience.

Sincerely,

Shirley Arteaga
PCA Coordinator