

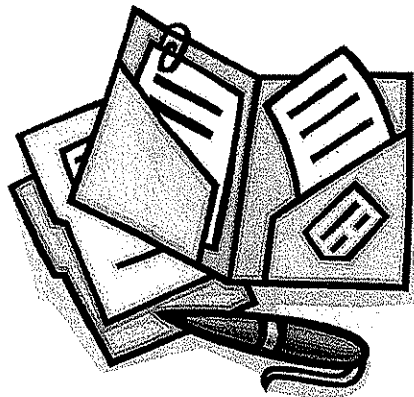
Skills Education/Respite Care Application Packet

The following must be completed and returned **before** a meeting with an Arc Support Coordinator regarding a Skills Education position will be rescheduled.

- (1) Application for Respite Care/Skills Trainer
- (2) MVA Driving Record
(cost \$9.00 reimbursed with receipt when hired)
- (3) Pinkerton Consulting & Investigations Authorization for Release of Information
- (4) Arc Consent to Obtain Pinkerton

Please keep the following included in the packet for yourself:

- “Summary of Your Rights Under the Fair Credit Reporting Act”
- Skills Education/Respite Care General Information



Application Process

The application process for Skills Educators includes:

1. Completion of the application form of information and interest
2. Background checks including:
 - a. The **Pinkerton** for criminal background
 - b. Your **Driving Record** as driving is frequently required
 - c. **2 References** who have knowledge of your previous job performance
 - d. If you are hired by an individual under 21, you will also need to complete **Fingerprinting**
3. If a resume and/or previous written recommendation is available, please provide a copy of these also
4. Additionally, if you have specific training certificates related to this job, please attach copies

After all paperwork and background check (#1-4 on coversheet) have been received by The Arc, a Support Coordinator will schedule an “intake” meeting with you. This meeting will give you more information about skills education and give the Support Coordinator more information about your experience and interests; to facilitate interviews with people served by The Arc who may be interested in hiring you as their Skills Educator and/or Respite Provider.

MVA Driving Record

A copy of your driving record is required to be provided as a part of the **application packet**. You can request/obtain your driving record by:

1. going in person to the Motor Vehicles Administration:
1601 Bowman's Farm Road
Frederick, MD 21701
8:30-4:30 Mon-Fri
8:30-12:00 Sat
 - Exit 56 off of I-70
 - Follow Patrick Street to turn for Bowman's Farm Rd.

2. online at www.marylandmva.com:
 - Go to "online services" in the left column
 - It will give you a pull down menu that includes driving records. Click on this under "driving services" category. This takes you to the MVA store to obtain your driving records. Read and follow directions to order. It will be mailed to your home address; you will need to send it to The Arc.
 - There is a fee of \$9.00 (for non-certified). This cost will be reimbursed to you, with provision of receipt, when hired.

Application for Respite Care/Skills Educator

***If you have a resume available, please attach it to your completed application.**

Date _____, 20____

Name _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Emergency Contact Information:

Person to notify in case of an emergency: _____

Address: _____

Phone: _____

Please list any other emergency contact information: _____

Have you applied previously? Yes No If so, when? _____

Please list two (2) references, (1) professional, including phone numbers:

1. _____

Name

Phone

2. _____

Name

Phone

Have you had previous trainings/experiences in providing respite care or skills education for a person who has a developmental disability? (*behavior management, seizure disorder, G-tube, personal care, training/skill development*)

Yes No

If yes, please specify your experience: _____

***Please provide copies of any relevant training certificates/documentation at time of intake.**

Check all that apply. . .

Are you interested in working with? Adults

Children

Both

Are you interested in providing respite care/skills education in your home? Yes No

If yes, are there other children in your home? Yes No

Is your home accessible? Yes No

In the home of the person who is disabled? Yes No

Facilitating activities in the community? Yes No

Please specify time and days of the week you are available to provide care, and summer availability.

Do you speak a second language? Yes No If yes, please specify _____

Are you proficient in American Sign Language? Yes No

Please list any physical limitations that would prevent you from lifting, etc.

What do you like to do in your leisure time?

What further information or training would be helpful to you?

Please be advised that the information you provide on this questionnaire will be shared with families who request information about respite care in Frederick County. Information from references and police background checks will also be shared with families and individuals. In addition, The Arc waives all responsibility in the event of an accident or injury to any child or adult receiving respite care provided by someone who has completed this form.

By submitting this application, I fully understand that information that I provide is intended to be shared with families who request information about respite care in Frederick County. I also understand that The Arc of Frederick County ("The Arc") may receive information about me from my references and through police background inquiries. As a part of submitting this application, I hereby authorize The Arc to release any and all information about me to families who request information about respite care.

I fully understand and acknowledge that if an individual or family requests that I provide respite care services, I will not be doing so as an employee of The Arc of Frederick County. I fully understand that the submission of this application is solely for my benefit and that of families in need of respite care services and not that of The Arc. Further, I fully understand that any employment relationship in regard to the provision of such respite care services is solely between me and the individual and/or family seeking services. Any and all employment-related obligations are the responsibility of either the individual/family seeking services or my own, and not that of The Arc.

In the event that I provide respite care services, I fully understand and acknowledge that The Arc is not responsible for any injury or property damage that arises out of the provision of such services.

Signature

**PINKERTON CONSULTING & INVESTIGATIONS
AUTHORIZATION FOR RELEASE OF INFORMATION**

In connection with my application for employment, I authorize Pinkerton Consulting & Investigation and their respective agents, to solicit information about my criminal background, social security, academic, employment, credit, driving and general public records history.

I AUTHORIZE, WITHOUT RESERVATION, ANY GOVERNMENT AGENCY CONTACTED BY PINKERTON CONSULTING & INVESTIGATIONS OR THEIR RESPECTIVE AGENTS, TO FURNISH THE ABOVE REFERENCED INFORMATION.

I release Pinkerton Consulting & Investigations, their respective employees, agents and government agencies providing information or reports about me from any and all liability arising out of the release of any such information or reports. I have been advised of my rights under the Fair Credit Reporting Act. If negative information should be presented in my name, I reserve the right to contact Pinkerton Consulting & Investigations for clarification.

Pinkerton retains copies of criminal backgrounds for a maximum of thirty days. They are destroyed after that period. Hard copy of record is kept for 30 days.

NAME (Print) _____
(First) (Middle) (Last)

OTHER NAMES USED (including Maiden Names) _____

CURRENT ADDRESS _____

COUNTY _____ CITY _____

STATE _____ ZIP CODE _____

NUMBER OF YEARS AT THIS ADDRESS _____

PRIOR ADDRESS IF LESS THAN 2 YRS AT

CURRENT ADDRESS _____

COUNTY _____ CITY _____

STATE _____ ZIP CODE _____

NUMBER OF YEARS AT THIS ADDRESS _____

TELEPHONE NUMBER - - DATE OF BIRTH / /

DRIVER'S LICENSE # STATE OF ISSUE

EXPIRATION DATE / / SOCIAL SECURITY # - -

NAME OF MOST RECENT EMPLOYER _____

ADDRESS _____ COUNTY _____

CITY _____ STATE _____

ZIP CODE _____ # OF YEARS EMPLOYED AT THIS ADDRESS _____

SIGNATURE _____ DATE / /

(Parent signature, if under 18)

WITNESS _____

RETURN TO: ATTN: Human Resources
The Arc of Frederick County
620-A Research Drive
Frederick, MD 21703-8619

Dear Applicant:

In connection with your application with _____, where The Arc of Frederick County, Inc. serves as a funding conduit for families and individuals who have been granted DDA or other funding for this purpose and appoint The Arc to perform employer related IRS obligations and other fiscal functions, The Arc intends to obtain a background report concerning any public criminal records which may relate to you. This report will be obtained by Pinkerton Consulting and Investigations, Inc., and may include information as described in their attached Authorization for Release of Information. This background check will encompass only criminal records, and does not include a credit report.

In the event that information from the background report is utilized in whole or in part in making an adverse decision with regard to your intended employment, before making the adverse recommendation concerning your employment, we will provide you with a copy of the investigative consumer report and a description in writing of your rights under the law.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document. By your signature below, you hereby authorize The Arc to obtain a consumer investigative report about you from Pinkerton Consulting & Investigation.

Applicant's Signature

Date

Applicant's Printed Name

*Please remember The Arc of Frederick County is not checking credit reports

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Center, Room 130-A, 600 Pennsylvania Ave N.W., Washington, D.C. 20580

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Center, Room 130-A, 600 Pennsylvania Ave N.W., Washington, D.C. 20580.**

- ✓ **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- ✓ **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert on your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- ✓ **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transaction, you will receive credit score information for free from the mortgage lender.
- ✓ **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- ✓ **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- ✓ **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than 10 years old.
- ✓ **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord or other business. The FCRA specifies those with a valid need for access.
- ✓ **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- ✓ **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offer for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5OPTOUT (1-888-567-8688).
- ✓ **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates to FCRA, you may be able to sue in state or federal court.
- ✓ **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business:

Consumer reporting agencies, creditors, and others not listed below

National banks, federal branches/agencies of foreign banks (word “National” or initial “N.A.” appear in or after bank’s name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)

Federal Credit Unions (words “Federal Credit Union” appear in the institution’s name)

State-chartered banks that are not members of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

Contact:

Federal Trade Commission:

Consumer Response Center – FCRA

Washington, DC 20580 1-877-382-4357

Office of the Comptroller of the Currency

Complaint Management, Mail Stop 6-6

Washington, DC 20219 1-800-613-6743

Federal Reserve Board

Division of Consumer & Community Affairs

Washington, DC 20551 202-452-3693

Office of Thrift Supervision

Consumer Complaints

Washington, DC 20552 1-800-842-6929

National Credit Union Administration

1775 Duke Street

Alexandria, VA 22314 703-519-4600

Federal Deposit Insurance Corporation

Consumer Response Center

2345 Grand Avenue, Suite 100

Kansas City, MO 64108 1-877-275-3342

Department of Transportation

Office of Financial Management

Washington, DC 20590 202-366-1306

Department of Agriculture

Office of Deputy Administrator – GIPSA

Washington, DC 20250 202-720-7051

Interested in providing Skills Education or Respite Care?

One of the supports frequently needed by families and individuals with developmental disabilities, served through The Arc of Frederick County is direct service from a provider for several hours a week. We assist the families and individuals to locate providers to interview and hire as direct service providers called **Skills Educators** and ***Respite Care Providers**. Skills Educator and Respite Care Provider job descriptions vary as this is based on the individual who hires them, but the following generally applies:

- Provide assistance and teach skills so that the individual will achieve their desired outcomes in areas of household management, community involvement, academic achievement, social and recreational activities, personal health, safety and problem solving.
- Part- time job, averaging 6 hours per week, primarily late afternoon, evening, and weekends (# of hours vary from 2-20 and there are some people who need assistance during the day).
- Hourly rate averaging \$10.00/hour (varies between \$8.50 and \$18.00 depending on the individual's needs and job requirements).

The Arc of Frederick County acts as the Fiscal Intermediary for the state funding granted to the individual (employer) to pay the providers (skills educators) for this support. The employer and provider complete the required paperwork and The Arc financial department administers payment for the employer to the provider based on this paperwork.

*Respite Care is a block of time used by the primary caregiver and the individual with a disability to receive a "break" from their daily routine needs. A provider may be needed for a few hours, overnight, weekend(s), or a week. Respite Care may be preferred in the provider's home or the individual's home. If it is more than a few hours, daily, weekend, or weekly rates of pay may be negotiated between the employer and the provider.

If you are interested in becoming a Skills Educator or Respite Care Provider, please contact Valerie Todd at 301-663-0909, extension 44 or VTodd@arcfc.org