Family Choice Program

Application Overview (OSL)

Step One: *Complete Initial Application*

Step Two: *Upload Additional Requirements*

- Ohio Residency and Education Verification Form*
  - Must be notarized
  - Search for a notary by zip code here
- High School Diploma or Equivalent
- Transaction Receipt from Background Check (BCI)
  - All BCIs must be run under the code 5123.081
  - Search for a BCI location in your area here.
  - Send results to: The Arc of Ohio, 1335 Dublin Rd., Ste. 104D, Columbus, OH 43215
  - If you have lived outside of Ohio at any point during the last 5 years prior to employment with The Arc, you are required to complete a BCI + FBI Fingerprint Check.
- First Aid/CPR/AED Training
  - Must include a hands-on skill component
  - We highly recommend the American Red Cross or American Heart Association
- W-9*
- OSL Independent Contractor Agreement*
- Residency Agreement*
- Employee Direct Deposit Form*
- Voided Check (signed)
  - If you do not have checks, a Direct Deposit Verification Form from your bank will be accepted
- Driver's License
- Birth Certificate or Social Security Card
- Certified Driver Abstract (if providing transportation services)
  - Available for purchase at your local BMV or online here
- Copy of Liability Insurance (if providing transportation services)

All items marked with (*) are available for download on The Arc of Ohio's Family Choice Program Uploader website.

Step Three: *Processing of Application*

Please allow for a minimum of 5 business days for your application to be processed.

Step Four: *Online Training & Orientation*

- Initial Provider Training (online)
- OSL Orientation Training (completed upon official enrollment)