

**REGISTRY APPLICATION**  
**Connected Living**  
**200 Mercy Oaks Drive, Redding, CA 96003**  
**(530) 223-6034 - FAX (530) 243-8793**

Dear Applicant,

The Caregiver and Handyman Lists are available for purchase to persons who need honest and reliable in-home help. Connected Living's role is to maintain a registry of individuals who wish to advertise as in-home workers, and who have completed a rigorous screening process.

**Connected Living only maintains the registries; we do not participate in the employment process.** It is the responsibility of the employer and the worker to make all arrangements for employment, such as the rate of pay (if not IHSS), hours needed, and duties. It is the responsibility of the worker (as an independent contractor) to pay all required state and federal taxes and to follow all applicable rules and laws.

There is an annual advertising fee of \$20, payable to Connected Living. First-time applicants will be included in the "New Caregivers" section at the front of the list for the first three months.

Fingerprinting and a background check are required upon application. A Request for Live Scan form is attached. On the line of the Live Scan form that says "Other Names" please list **all married names, aliases, and maiden name**, if applicable.

**STEPS TO COMPLETE THE APPLICATION PROCESS:**

**Please bring the following to the Connected Living office:**

- 1. **Completed application.**
- 2. **Current California DMV print out, with California address.**
- 3. **Current California Drivers License or California ID Card.**
- 4. **\$20 annual advertising fee.**
- 5. **Completed Live Scan form.**

If the screening of your application is successful (including receipt of the results of fingerprint screening, which could take one to four weeks), you will then be placed on the Caregiver or Handyman Registry. **Registry updates are made around the 15<sup>th</sup> of each month.**

Care-giving work can be a rewarding experience. Connected Living Advocates are available to help if you have any questions or concerns regarding your service to your client. If at any time you want to be taken off the Registry, temporarily or permanently, please notify the Connected Living Registry staff.

You will be notified when it's time to renew your listing. Please indicate on your application if you would like to be notified by USPS regular mail or by email. If you do not respond to our request to renew in a timely manner, you will be removed from the Registry.