

SOP: Verification of Secondary Income for Case Managers

Effective Date: [Insert Date]

Approved By: [Insert Approver]

Purpose

Ensure compliance with Washington State and federal independent contractor standards by verifying that Case Managers maintain regular income from a secondary source.

Scope

Applies to all Case Managers contracted as independent contractors.

Policy

All Case Managers must maintain active income from a secondary source. Acceptable sources include employment with another agency, self-employment, or contract work outside of their agreement with Anything Helps. Verification is required at onboarding and every six months.

Procedure

1. Complete [Income Verification Form](#) at the beginning of each agreement term.
2. Documents are automatically transferred to the Providers “Shared Drive” folder in [Google Drive](#).
 - Retain only necessary details such as name, date, and employer or business name. Redact pay amounts if present.
 - Failure to provide verification within 15 calendar days of request results in suspension of assignments until received.