

Do You Know...

Form I-9 - Social Workers (SWs) Responsibility



The I-9 - Employment Eligibility Verification Form is completed to confirm that an individual employed is authorized to work in the United States. The form is completed by both citizens and non-citizens. The In-Home Supportive Services (IHSS) SW is required to:

- Provide the I-9 to every IHSS recipient each time they hire a new provider.
- Refer the IHSS recipient and provider to the United States Citizenship Immigration Services (USCIS) instructions for completing, documenting, and storing the Form I-9 (located on Pages 1, 2, and 3 of the form).
- Inform the recipient that as an **employer**, he/she is required to retain the completed Form I-9 for:
 - One year after the provider's employment ends, or
 - Three years after the provider's hire date (whichever is later).

Refer to DAAS Online Forms Catalog F&P #10-097
for additional information.