

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employment Eligibility Verification Form (E-Verify/I-9 Form)

Policy Number: 1131

Origination Date: 06/20/2013 **Revised:** Board Meeting of 12/13/2018

Regulation: IRCA

References: BBCBC OP 1100-1108, Background Screening

Referenced Document:

I-9 Form

Policy

Big Bend Community Based Care, Inc. (BBCBC), will comply with federal regulations of the Immigration Reform and Control Act (IRCA); all employees are required to complete an Employment Eligibility Verification form (I-9 Form). This law applies to all individuals hired, including part-time/temporary employees and students. Big Bend Community Based Care/Managing Entity for Substance Abuse and Mental Health is an E-Verify employer. E-Verify is a web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

Procedure

A. Verification.

1. Human Resources will initiate E-Verify verification procedures for all new employees within three (3) employer business days of hire date.
2. Employee fully completes *Section One* of the Employment Eligibility Verification Form (I-9 Form), signs, dates, and submits the form and supporting documents (two (2) forms of identification, Drivers License and Social Security Card) to Human Resources.
3. Human Resources fully completes *Section Two* of the Employment Eligibility Verification Form (I-9 Form) signs, dates, and completes *Lists B and C* of the I-9 using the supporting documents provided by the employee.
4. The I-9 form, photocopies of the supporting documents, and E-Verify report are retained in Human Resources.