

**Select originating cluster**

Catherine Cooper  
Authorized Signature

**Number: SPD-IM-04-058**  
**Issue Date: 07/12/2004**

**Topic:** Provider Information

I-9 form required for (SPD/AAA) Homecare Workers and (MH) Personal  
**Subject:** Care Attendants

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors       |
| <input checked="" type="checkbox"/> Area Agencies on Aging     | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families         | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify):                         |

**Message:**

US Citizenship and Immigration Services requires that the I-9 form "Employment Eligibility Verification" be completed for all employees including citizens, nationals and non-citizens. Since DHS issues payments to Homecare Workers and Personal Care Attendants on behalf of DHS clients, Homecare Workers and Personal Care Attendants must complete the I-9 as part of the Medicaid provider enrollment packet.

Along with the I-9 form, certain identification documents must be presented. Local offices may not accept photocopies of identification documents. Enrolling providers must present original documents. The only exception is an individual may present a certified copy of a birth certificate.

Local offices that conduct Medicaid eligibility determination for Medicaid clients may be familiar with electronic alien verification systems such as the Systematic Alien Verification for Entitlements (SAVE) Program. Verifying non-citizen alien status should NOT be used for Homecare Workers and Personal Care Attendants. The I-9 form only requires that the form be completed and the identification documents viewed and noted. The provider who is being enrolled gets to select which documents they want to present in order to meet the requirements of the I-9 form. The I-9 form instructions detail which documents or combination of documents can be presented. Please refrain from requesting specific documents such as a resident alien card (aka "green card"). Requesting specific proof of lawful permanent residency may be considered discriminatory.

A downloadable version of the I-9 form and instructions can be obtained by scrolling down to the bottom of the following US Citizenship and Immigration website page:

<http://uscis.gov/graphics/formsfee/forms/i-9.htm>

US Citizenship and Immigration Services also has "frequently asked questions" about using the I-9 form at this website address:

<http://uscis.gov/graphics/howdoi/EEV.htm>

- Mental Health Services staff can contact their program coordinator Michael Moore (503)945-9498 with questions about enrolling Personal Care Attendants through Mental Health Services.
- Seniors and People With Disabilities/Area Agency on Aging staff can contact Mary Lang at (503)945-5799 with questions about enrolling Homecare Workers in the Client-Employed Provider Program.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Mary Lang, In-Home Services Program Coordinator		
<b>Phone:</b>	(503)945-5799	<b>Fax:</b>	503)947-4245
<b>E-mail:</b>	mary.l.lang@state.or.us		