

IHSS Provider Eligibility and Enrollment

IHSS consumers must enroll each new homecare worker they hire. Workers will receive a timesheet and first paycheck only when enrollment is complete. Consumers (clients) must inform the IHSS payroll of a change in workers within 10 calendar days.

Homecare workers new to IHSS must complete 3 steps to enroll:

- 1) Turn in **Enrollment Forms** by mail or in person
- 2) Complete the **IHSS Orientation** at the IHSS Offices
- 3) Undergo a **Criminal Background Check**



Former IHSS homecare workers who cleared the criminal background check more than a year ago must repeat the 3 enrollment steps above.

Current IHSS homecare workers enrolling to work for another consumer only need to complete the Enrollment Forms. Forms should be mailed or dropped off to IHSS along with a photocopy of their current identification and social security card (see details about documents on reverse.)

Payroll mails a **first timesheet** to the worker after enrollment forms are turned in, orientation has been completed and background check results are received by the county. This process takes up to one month.

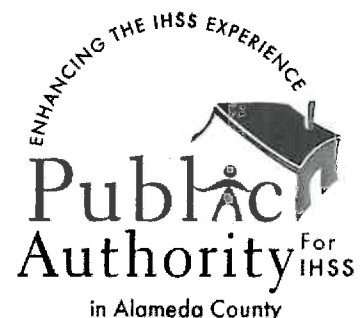
HERE ARE THE DETAILS:

Enrollment Forms (the homecare worker's employment forms)

- 1) **Request enrollment forms.** Consumers request forms by calling Adult & Aging Services at 510-577-1900, online at www.alamedasocialservices.org, by visiting the IHSS Offices (see address on next page) .
- 2) The consumer and worker must **complete, sign and turn in the enrollment forms.** The forms include:
 - ① **IHSS Program Provider Enrollment form (SOC 426):** Worker (provider) completes.
 - ② **IHSS Recipient Designation of Provider (SOC 426A):** Consumer completes.
 - ③ **Provider Designation Form (PR-2):** Consumer completes. This form tells the county the worker's start date and, if applicable, explains how hours are shared among multiple providers. Don't forget to sign!

Other forms (not mandatory, request from IHSS if needed):

- ④ If the consumer is terminating a provider, he/she fills out the **Chore Provider Leave Status/Discontinuance of Employment** form. This tells payroll as of what date the old homecare worker should no longer be paid.
- ⑤ Homecare workers who want Federal Income Tax (FIT) withheld from their pay, must fill out the **IRS Form W4**.
 - If no taxes are withheld, the worker may owe the IRS after filing taxes. Check the pay stub deductions under "FIT" to see if any taxes are being withheld.
 - Call the Internal Revenue Service at 1-800-829-1040 if you have questions.



Enrollment forms are mailed or dropped off to:

Alameda County Adult & Aging Services
ATTN: IHSS PAYROLL
6955 Foothill Blvd., 3rd Floor
Oakland, CA 94605

Hours: 8:30 AM – 12:00 PM and 1:00 PM to 5:00 PM

IHSS Orientation - At the orientation homecare workers will:

- ✓ Watch a **state-mandated informational video** about IHSS and preventing fraud and receive written information.
- ✓ Show county staff the homecare worker's original, unexpired government **photo ID and signed Social Security card**.
 - The name on the Social Security card and ID must be exactly the same.
 - If the worker's Social Security Card states "Valid for work only with INS or DHS authorization", he/she must bring work authorization such as a Resident Alien Card or Employment Authorization Card.
- ✓ Sign and submit the **IHSS Provider Enrollment Agreement (SOC 846)**.
- ✓ Have the opportunity to turn in enrollment forms and have them reviewed by social services staff to make sure they are completed correctly.
- ✓ Note: Orientations are each Thursday (except the first Thursday, of the month). Arrive between 8:30 – 11:00 am or 1:00 – 4:00 pm. Location: IHSS Offices at the address above.

Criminal Background Check

- ✓ Pick up the form, **Request for Live Scan Service**, and a list of local live scan vendors. The forms are available in the IHSS lobby and at the IHSS Orientation.
- ✓ Homecare workers take it to any Live Scan vendor. The worker pays the cost of the criminal background check (cost is different for each vendor, \$50 or more).
- ✓ Results of the background check are sent electronically to the County. Workers should keep the receipt! The workers are screened for two types of crimes:
 - Tier 1: The worker must not have been convicted or incarcerated within the last ten years for elder abuse, child abuse or fraud against a government healthcare or supportive services program.
 - Tier 2: No violent or serious felony, felony offense for which a person is required to register as a sex offender or felony offense for fraud against a public social services program. Workers may qualify for an individual waiver or a general exception for Tier 2 crimes under certain circumstances. Details can be found on the SOC 426 form.
- ✓ Homecare workers can find out the status of their criminal background check by calling 916-227-4557. The caller must provide the ATI# (on the bottom of the background check receipt) and date of birth. The system is automated; there is no option for a live person.
- ✓ **IMPORTANT!** If the worker does not pass the background check, the consumer will be responsible to pay him/her for any work done.

