

TO: Consumers of the Fiscal Intermediary Program

FROM: Stavros Fiscal Intermediary Program

RE: Important Payroll Information: Form I-9

Beginning January 1, 2006, there will be a very important change to the way we process your payrolls. In the past, we were allowed to process your PCA's timesheets without a correctly completed I-9 (Employment Eligibility Verification) if we had a correctly completed W-4. **Beginning January 1, 2006 we will not be allowed to process timesheets for newly hired PCAs unless we have a correctly completed I-9 form on file.** Some key points to keep in mind when completing the I-9 are listed below.

Section 1 should be completed by the PCA listing his/her name, maiden name, address, date of birth, social security number and checking one of the boxes indicating that he/she is a citizen or national of the United States; a lawful permanent resident (list the Alien #); or an alien authorized to work (list the alien number or admission number) and indicate when the authorization expires.

The PCA must sign and date the end of Section 1.

The consumer or the consumer's surrogate/guardian must complete Section 2. The consumer has the option of seeing a document from List A on the back of the I-9 OR seeing a document from List B and a document from List C. In other words, if the consumer sees a document from List A then no other documents need to be seen. The consumer would list the document reviewed under Section 2 List A. If the PCA does not have a document listed under List A, then the consumer must see one document from List B AND one document from List C. The information from those two documents must be written into the appropriate places on the front on the I-9. The information includes the document title, issuing authority, the document # and the document's expiration date, if any.

The consumer must then complete the CERTIFICATION section of the form. The consumer must **write in date the PCA began work** under the Certification section and complete the remainder of that section by **completing the signature, name and address portions** of the section.

This new policy only applies to newly hired PCAs who will receive their first payroll check beginning on or after January 1, 2006.