



Bay Consortium Workforce Development Board

Policy Number: 18-04

Effective Date: November 7, 2018

Title: Use of E-Verify for Right-to-Work Status Policy

PURPOSE

To provide guidance on the use of E-Verify to document an applicant's Right-to-Work under General Program Eligibility for the Workforce Innovation and Opportunity Act (WIOA) Title I program.

REFERENCES

WIOA Section 188 (a)(5)
Virginia Workforce Letter #18-02

DEFINITIONS

E-Verify- is an internet-based system that compares information from an employee's Form 1-9 Employment Eligibility Verification to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

BACKGROUND

One of the components of WIOA Title I General Program Eligibility is Citizenship or Right-to-Work (e.g. be eligible to work in the United States). E-Verify can be used by local workforce development areas to verify and document the applicant's Right-to-Work.

POLICY:

The following is the process for E-Verify:

1. Access the E-Verify site (<https://e-verify.uscis.gov/emp>).



2. Have the applicant complete the process. When the process is complete, a screen will appear with the following message: "Self-Check-Work Authorization Confirmed".
3. Print this page and add the following: (retain copy for the participant's file)
 - Customer's Name (Printed):
 - Date of Birth:
 - Customer's Signature:
 - Date completed:
 - Staff Representative Name:
 - Staff Representative's Signature: