



## Fresno County In-Home Supportive Services (IHSS)

*Thank you for your interest in becoming a Fresno County IHSS Care Provider!  
Please review the following important information regarding our ID verification policy.*

### Why Am I Required to Provide Identification and a Social Security Card?

Any individual wishing to enroll as an In-Home Supportive Services (IHSS) provider, including individuals applying to become a Public Authority (PA) Registry provider, must submit original identification (ID) with a photograph and their Social Security card as part of the enrollment process. The individual must allow the PA review and make a copy of these required documents to retain on file.

The Fresno County PA Enrollment staff are responsible to review the documents submitted by the prospective provider to ensure that they meet the requirements set forth in Welfare & Institutions Code (WIC) §12305.81(a) and the California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) 30-776.414.

### The acceptable identification documents are:

- 1) An original and unexpired document issued by a state or federal government agency containing a photograph and signature, such as:
  - A California Department of Motor Vehicles (DMV) issued Driver's License (CDL) or ID (CA ID)
  - A Driver's License or ID card issued by another state's DMV
  - A positive photograph ID issued by a US federal or state government agency or by a federally recognized American Indian or Alaskan Native tribal organization
  - United States (US) passport
  - US Military ID card
  - Permanent Resident Card
- 2) The prospective provider's Social Security card

**Note:** Prospective providers who do not have their original social security cards to present to the county for identity verification and photocopying must obtain a replacement card from the Social Security Administration (SSA) for the county to verify their social security number.

**Due to the responsibility of the PA Enrollment staff to ensure that they can determine the identity of the prospective provider using both photographic identification and Social Security card, it is necessary for all documents to match. When the prospective provider's name as it appears on the Social Security card is inconsistent with their name on the ID presented, the PA Enrollment staff will refer prospective providers to the Social Security Administration or DMV.**

*Please see the other side of this flyer for additional information*

### Items that will not be accepted

- Names that do not match on the identification card & Social Security card. Examples of mismatched information include, but are not limited to:
  - Missing suffixes (i.e., Jr., Sr., II, III, etc.)
  - Different last names, including missing second or hyphenated names (i.e., Smith Jones or Smith-Jones on ID but only Smith or only Jones on the Social Security card)
  - Different first names
  - Variations of spellings of names
- Social Security Cards with restrictions with no employment authorization
- Expired identification
- Any Social Security card presented that is severely worn or damaged to the point the name and/or SSN reasonably cannot be determined.

### Work Permit Requirements for Non-Citizens

To work in the United States, Federal Immigration laws require that a non-naturalized immigrant must have:

- 1) a Permanent Resident card (also known as a green card),
- 2) an Employment Authorization document (work permit); or
- 3) an employment-related visa which allows an immigrant to work for a particular employer.

IHSS can only accept #1 or #2 listed above. If a non-citizen prospective provider's green card or work permit is expired, they are not allowed to work in the US until it is renewed. Non-citizen providers should contact the US Citizenship and Immigration Services (USCIS) to regain work authorization. Once work authorization is reinstated, the non-citizen prospective provider may resume providing IHSS.

### Do you need a replacement Social Security Card?

Visit the Social Security Administration website: <https://www.ssa.gov/ssnumber/> or call 1-800-772-1213 to schedule an appointment. The nearest office to the Clovis Campus is at 5140 E Olive Ave, Fresno, CA 93727

### Do you need to change your name on your Driver's License or ID card?

Visit the CA DMV website: [www.dmv.ca.gov](http://www.dmv.ca.gov) or call 1-800-777-0133 to schedule an appointment. The nearest office to Clovis Campus is at 2103 Shaw Ave, Clovis, CA 93611

### Do you need more information about how to update an Employment Authorization?

Visit the US Citizenship and Immigration Services (USCIS) website at <https://www.uscis.gov/> or call [1-800-375-5283](tel:1-800-375-5283)

### Still Have Questions?

If you have other questions about identification requirements or anything else, please call the Provider & Recipient Call Center (PARCC) at (559) 600-6666 Option # 4