E-Verify Requirement Information/FAQs

WHAT IS E-VERIFY?

E-Verify is an internet-based system operated by the Department of Homeland Security of the United States. E-Verify is used by employers to verify all newly hired employees are authorized to work in the United States.

WHAT IS THE E-VERIFY LAW?

The State Legislature of Florida passed a statute (Section 448.095, Florida Statutes) that requires all contractors and subcontractors of a public entity to enroll and utilize the E-Verify system to ensure all employees hired after January 1, 2021, are authorized to work in the United States. This is NOT an ELC rule; it is a State of Florida requirement.

DO I HAVE TO USE E-VERIFY?

All Early Learning Providers contracted for School Readiness (SR) and/or Voluntary Prekindergarten (VPK) sign a Statewide Provider Contract and are contractors/subcontractors with the State and must enroll in the E-Verify system and provide an E-Verify Affidavit before a new Statewide Provider Contract is certified.

I ALREADY USE AN I-9 TO VERIFY MY STAFF9S AUTHORIZATION TO WORK. DO I HAVE TO DO BOTH?

This system is designed to work in tandem with the I-9 employment form to verify the accuracy of the documents submitted for that form. It is NOT a substitute for that form. Providers should CONTINUE to use the I-9 form when hiring new employees.

WHOM DO I HAVE TO E-VERIFY?

After January 1, 2021, Providers will have to E-Verify any NEW employees hired to work in their early education program. For example, classroom teachers, substitutes, floaters, on-site kitchen staff, van/bus drivers hired by the program - not rentals or school buses operated by the school district.

WHEN DO I HAVE TO ENROLL/START USING E-VERIFY?

Any NEW Providers wishing to contract with the Coalition must provide the Affidavit and enroll in E-Verify before the Statewide Provider Contract can be certified.

WHAT DOES ENROLLING IN E-VERIFY COST?

The E-Verify system is **FREE** to enroll and use.

WHAT IS THE E-VERIFY AFFIDAVIT?

The Affidavit affirms the providers have registered for E-Verify and will not employ anyone that is not authorized to work in the United States. An E-Verify Affidavit will be available to all Providers during the Annual Provider Profile Update period. This Affidavit will be required upon contracting and will need to be uploaded in the Providergs Profile in the Portal annually before the Coalition can certify a Provider Statewide Contract.

HOW WILL THE COALITION KNOW IF I REGISTER?

When enrolling, providers will receive an enrollment tutorial in the E-Verify system. Upon completion of the tutorial and enrollment, individuals are provided a Memorandum of Understanding (MOU) that will outline their requirements for using E-Verify, and a letter confirming their enrollment date. The Coalition can ask to see this letter.

FAQs FOR HOME PROVIDERS

I AM A HOME PROVIDER AND DO NOT HIRE ANY STAFF. DO I STILL HAVE TO ENROLL?

YES. If you have a Statewide Contract for SR or VPK, you must enroll. Any NEW Providers wishing to contract with the Coalition must provide the Affidavit and enroll in E-Verify before the Statewide Provider Contract can be certified. You must have an Employer Identification Number (EIN) to enroll.

I AM A HOME PROVIDER AND USE MY SOCIAL SECURITY NUMBER FOR MY TAX ID. CAN I KEEP USING MY SSN?

No. In order to **register for E-Verify**, a provider must have a Federal Tax Identification Number or Employer Identification Number (EIN). Home Providers without an EIN will have to apply for one.

I AM A HOME PROVIDER AND DO NOT HAVE A FEIN/EIN. HOW DO I GET ONE AND HOW MUCH DOES IT COST?

A **FREE application** service is available through the Internal Revenue Service (IRS). Self-employed individuals may apply for their FEIN/EIN here.
https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

WHAT IS A FEIN/EIN?

A FEIN, also known as a Federal Tax Identification Number or an Employer Identification Number (EIN), is issued to entities that do business in the United States. The FEIN/EIN is a unique nine-digit business ID number that works the same way a Social Security number does for individuals.

WHY SHOULD I APPLY FOR A FEIN/EIN?

Providers MUST have one in order to enroll with E-Verify and initiate a new Statewide Provider Contract. There are other **advantages to having an FEIN/EIN** rather than using a SSN. Providers must give parents a tax identification number for tax purposes. Having a FEIN keeps the providergs personal SSN more secure. Additionally some banking institutions will not open a business account using a SSN; they often require a FEIN.

WHERE CAN I ENROLL IN E-VERIFY?

Providers can enroll here. https://www.e-verify.gov/ Providers must have an Employer Identification Number (EIN) to enroll. **All Providers MUST enroll before the Coalition can initiate a new Statewide Provider Contract for SR or VPK services.**

WHO CAN HELP ME IF I'M HAVING ISSUES WITH THE E-VERIFY WEBSITE?

Providers can contact the E-Verify Support staff at (888) 464-4218, or email them at E-Verify@uscis.dhs.gov . Information for technical support can be found here.