

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. **If Providers have a current '20-'21 contract to deliver SR or VPK, they MUST enroll before the Coalition can certify a '21-'22 Statewide Provider Contract.**

I ALREADY USE AN I-9 TO VERIFY MY STAFF'S 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?

Once Providers have a contract that requires the Affidavit for certification, Providers will have to E-Verify any NEW hire employees for their program. We are currently awaiting guidance on whether Providers will be required to get an Affidavit or E-Verify any subcontractors such as lawn care services or maintenance contractors. As soon as we have more information for this FAQ, we will post it. Please continue to check these FAQs on the ELC's [Website](#).

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

Providers with a current '20-'21 Contract will not be required to enroll at this time, but **MUST** enroll before the next contract year (2021-2022). 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 IF I CURRENTLY HAVE A '19-'20 CONTRACT EXTENSION?

Providers currently on a contract extension from 2019-2020 because of incomplete CLASS Assessments will have to sign the Affidavit and enroll in E-Verify before a new 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 Provider's Profile in the Portal before the Coalition can certify a Provider Statewide Contract for 2021-2022.

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. **Providers with a current '20-'21 Contract will not be required to enroll at this time**, but **MUST** enroll before the next contract year (2021-2022). 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 provider's 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.**