



U.S. Citizenship  
and Immigration  
Services



# American Payroll Association NY Metropolitan Chapter: *E-Verify Overview*

**Presenter: Michelle Vivian, E-Verify Engagement**

**September 23, 2022**

# AGENDA

- ✓ E-Verify Introduction
- ✓ Account Management
- ✓ Form I-9
- ✓ Case Management
- ✓ Tentative Nonconfirmation
- ✓ Case Navigation
- ✓ Essential Resources



# EMPLOYMENT ELIGIBILITY VERIFICATION

**Employment is often the magnet that attracts people to reside in the United States illegally.**



**Ensuring a legal workforce removes this magnet by requiring employers to hire only individuals legally authorized to work in the United States.**

# WHAT IS E-VERIFY?



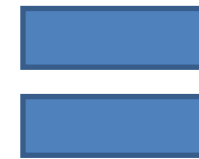
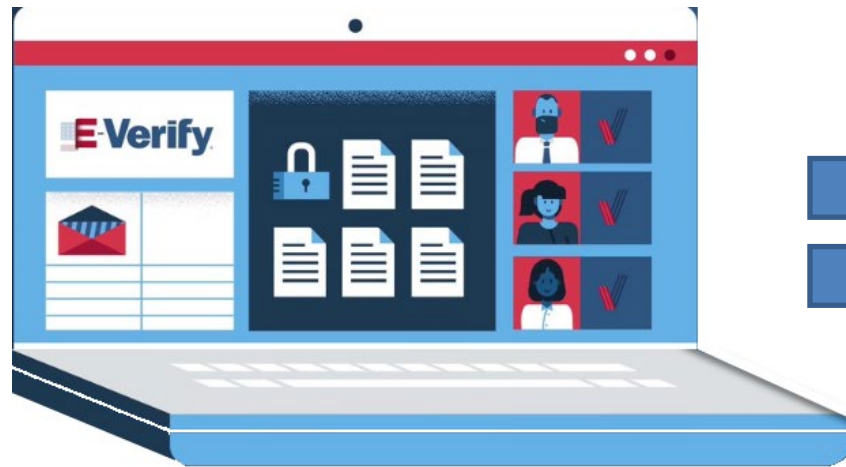
**E-Verify gives you, the employer, peace of mind that your employees are legally authorized to work in the United States.**

- ✔ Free web-based service that's fast and easy to use
- ✔ Electronically verifies the employment eligibility of:
  - Newly hired employees
  - Existing employees assigned to work on a qualifying federal contract\*
- ✔ Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)

\* Contract that includes the [E-Verify Federal Acquisition Regulation \(FAR\) clause](#)

# CONFIRMING EMPLOYMENT ELIGIBILITY

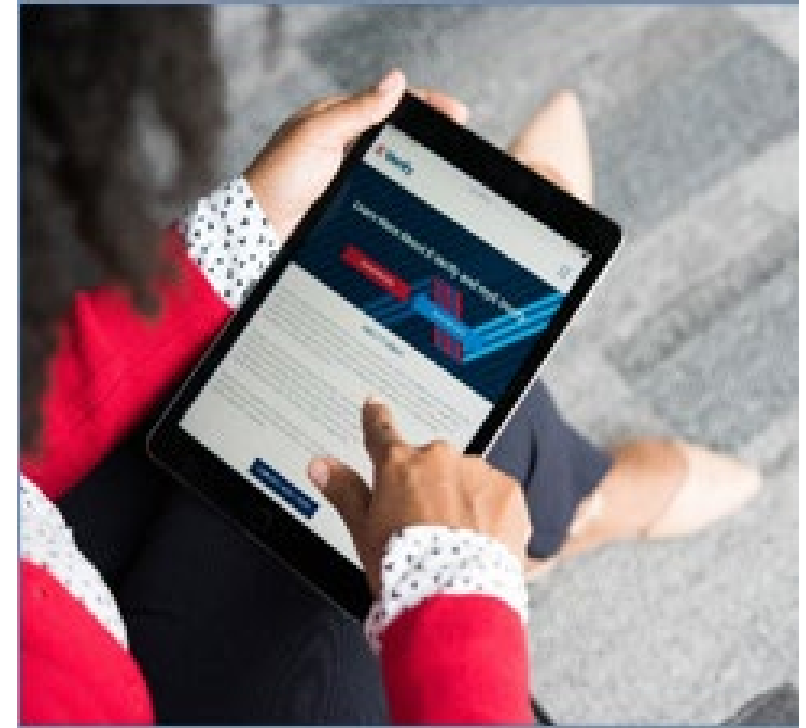
E-Verify is a FREE, Internet-based system that compares information entered by an employer from an employee's Form I-9 to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.



# COMMON E-VERIFY MISCONCEPTIONS

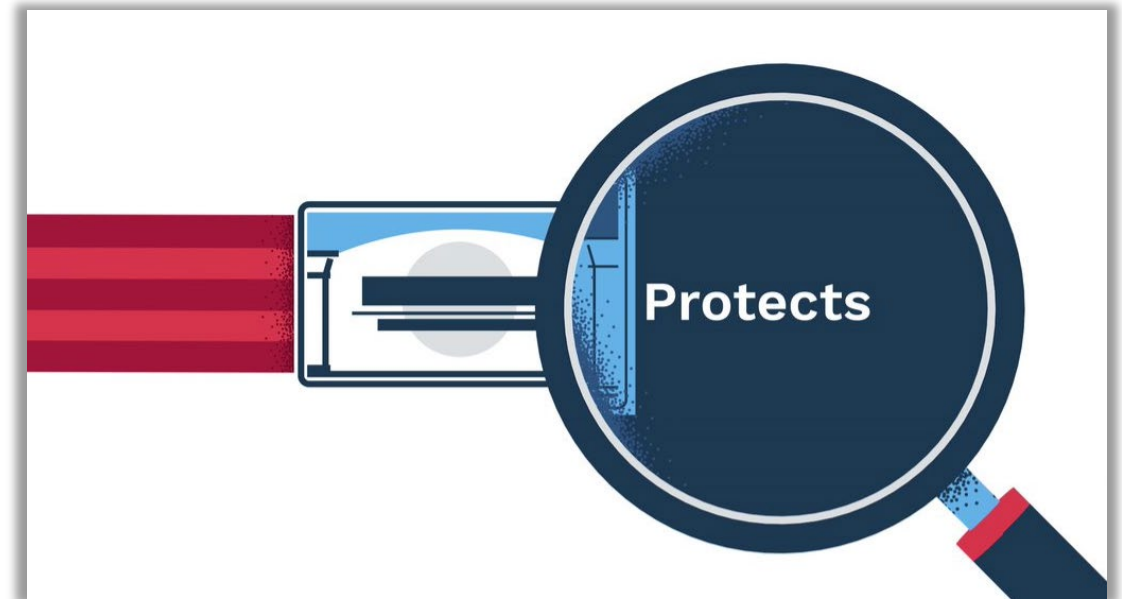
E-Verify is not...

- ❌ A system that provides immigration status
- ❌ Used for prescreening
- ❌ A safe harbor from worksite enforcement
- ❌ To be used for current employees unless you have a qualifying federal contract containing the FAR E-Verify clause
- ❌ Expensive
- ❌ Time consuming



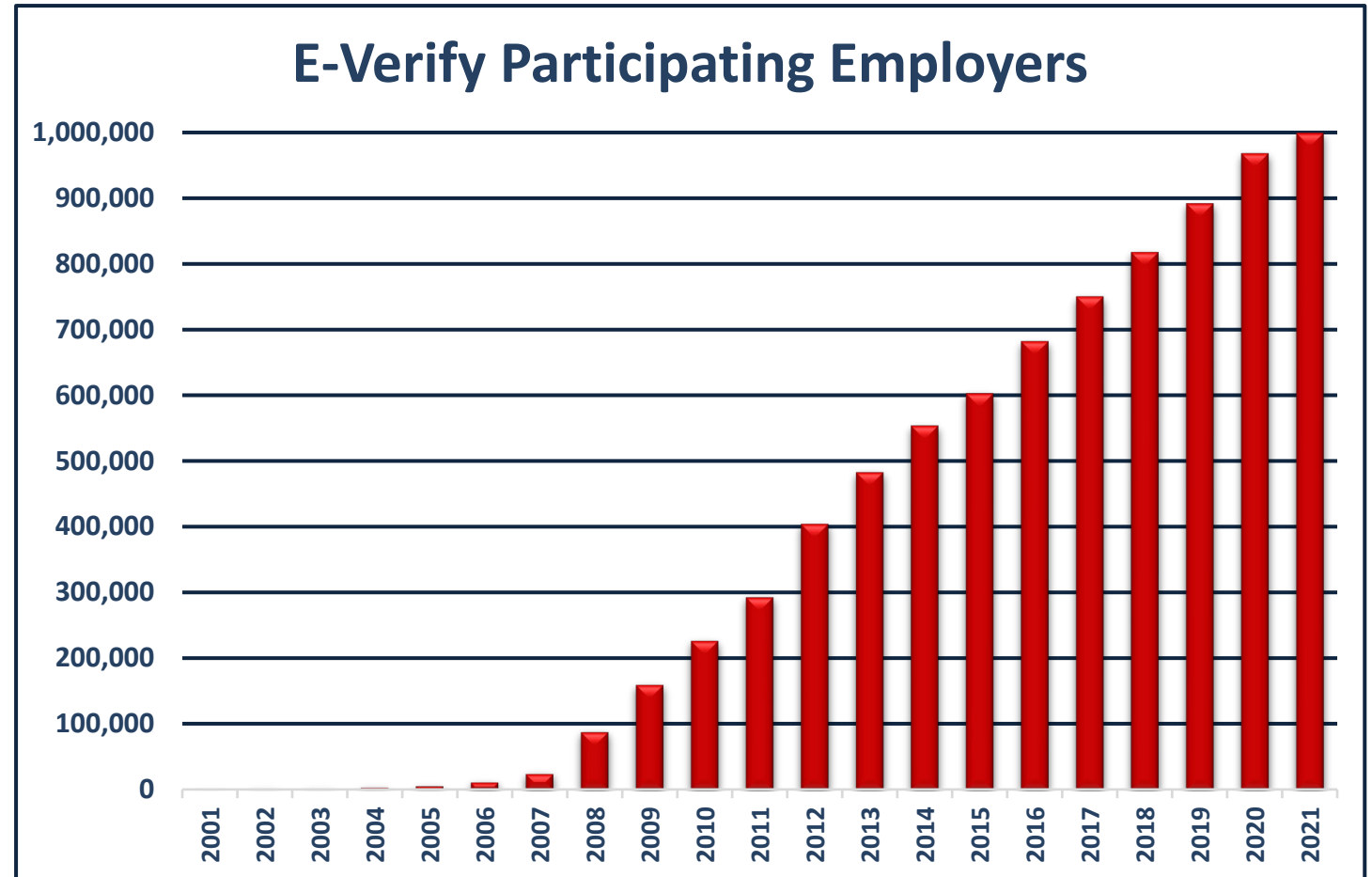
# E-VERIFY GOALS

- ✓ Ensure a legal workforce
- ✓ Protect jobs for authorized workers
- ✓ Deter document and identity fraud



# THE FUTURE IS E-VERIFY

- ✓ Employers in every industry, state and US territory
- ✓ More than 2.4 million hiring sites
- ✓ About 1,500 new companies enroll every week
- ✓ One of the federal government's highest-rated services for user satisfaction







# E-VERIFY BENEFITS



Works seamlessly with Form I-9



Eliminate guesswork with document and photo matching



Secure web-based tool with 24-hour access



Near instant verification in as little as 3-5 seconds



Multiple user accounts for ultimate flexibility



Custom resources and tools for administrators



Peace of mind through confirmed employment eligibility



Ensuring a legal workforce

# ENROLL IN E-VERIFY

**Confirm with Confidence**  
Enroll in E-Verify for fast and efficient employment eligibility verification.

**ENROLL NOW**

- 1**  
**ALREADY ENROLLED?**  
Use our search tool to see if your company is already enrolled in E-Verify.
- 2**  
**ENROLLMENT CHECKLIST**  
Make sure you have all the information and documentation you need to expedite the enrollment process.
- 3**  
**ENROLLMENT PROCESS**  
Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.

- ✔ Step 1: Visit [Enrollment](#) Website
- ✔ Step 2: Answer Access Method Questions
- ✔ Step 3: Enter Company Information
- ✔ Step 4: Register Users
- ✔ Step 5: Sign and Print Memorandum of Understanding











# ENROLLMENT ACCESS QUESTIONS

	Question	Your Answer
1.	Does your company need to verify its employees?	
2.	Does your company have clients and need to verify their employees?	
3.	Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify ?	
4.	Does your company plan to develop its own software to use E-Verify ?	

# ACCESS METHODS

EMPLOYER	E-VERIFY EMPLOYER AGENT	CORPORATE ADMINISTRATOR	WEB SERVICES
Allows employers to create cases and manage their own cases directly in E-Verify.	Allows an individual or company to act on behalf of other employers to create and manage the E-Verify cases of the other employers.	Used only to manage multiple employer accounts. Corporate administrators cannot create or manage individual E Verify cases.	Requires an employer to develop software that interfaces with E-Verify to create and manage cases.  Both employers and employer agents can use this access method.

# USER ROLES

Permissions	Program Administrator	General User
Required	1 +	0 +
Create and Manage Cases		
View Reports		
Update Their Own Profile		
View the Memorandum of Understanding (MOU)		
Create and Delete Program Administrator and General User Accounts		
Update Profile Information for Program Administrators and General Users		
Unlock User Accounts / Password Resets		

# ACCOUNT MANAGEMENT

- ✓ Adding New Users
- ✓ Managing Existing Users
- ✓ View/Edit Company Profile



# PROGRAM ADMINISTRATOR ROLES

The screenshot displays the E-Verify Program Administrator interface. At the top, the navigation bar includes the E-Verify logo, a 'Home' link, and dropdown menus for 'Cases', 'Reports', 'Web Services', and 'Resources'. The user profile 'John Doe' is shown in the top right corner, with a red arrow pointing to the user icon and another red arrow pointing to the dropdown arrow. The dropdown menu is open, showing options: 'Company Account' (with a red arrow pointing to its dropdown arrow), 'Company Profile', 'Add New User', 'View Existing Users', 'Close Company Account', 'User Account' (with a dropdown arrow), and a red 'Log Out' button. The main content area features a blue header with the text 'Welcome back, John' and a sub-header 'Here is what is happening in Newest CSC Test Account.3,'s account today'. Below this is a dashboard with four cards: 'Cases to be Closed' (506), 'Cases with Updates' (24), 'Cases with Expiring Authorization Docs' (0), and 'Recently Auto-Closed Cases' (1).



# ADDING A NEW USER

## My Company Account


1 **Select Role** 2 Enter Information 3 Generate ID

### Select User Role

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrator and General User. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate with other systems.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

**User Role** (required)

Program Administrator 

- Select -
- General User
- Program Administrator

# SEARCHING FOR EXISTING USERS

User Roles

Search (User ID, First Name and Last Name) ?

Hide Filters

User Role: All Roles User Status: All

671 Users Found + Add User

User ID	Last Name	First Name	Status	User Role	Last
<a href="#">JDOE1234</a>	Doe	John	DEACTIVATED	Program Admin	Oct 1

# UPDATING/MODIFYING USERS

Middle Initial

W

Phone Number

(888) 464-4218

[Edit User Information](#)

Password

Password Expires

December 22, 2020 (in 539 days)

[Change Password](#)

Access

User Account Status

Deactivated

[Delete User](#)

[Reactivate User](#)

# COMPANY PROFILE MANAGEMENT

## Company Addresses

### Physical Address

MAIN  
2  
Omaha, NE 90012

### Mailing Address

Same as Physical Address

[Edit Company Addresses](#)

## Hiring Sites

### Number of Sites

6

[Edit Hiring Sites](#)

## Employer Category

### Employer Category

None of these categories apply

[Edit Employer Category](#)

## Company Access and MOU

### My Company is Configured to:

Verify Its Own Employees

### Memorandum of Understanding

[View Current MOU](#)

# FORM I-9 AND E-VERIFY

Confirming  
A Legal  
Workforce  
Starts Here.

 E-Verify

FORM  
I-9

# FORM I-9 REMINDERS

## All employees MUST

- ✔ Complete Form I-9, Section 1 by 1<sup>st</sup> day of work for pay
- ✔ Choose and present acceptable documents by 3<sup>rd</sup> business day after 1<sup>st</sup> day of work for pay

## All employers MUST

- ✔ Use Form I-9 (revision date October 21, 2019\*) for new hires and reverifications
- ✔ Complete Form I-9, Section 2 by 3<sup>rd</sup> business day after 1<sup>st</sup> day of work for pay
- ✔ Retain Form I-9 for all current employees (hired after November 6, 1986)
- ✔ Not use Form I-9 to prescreen

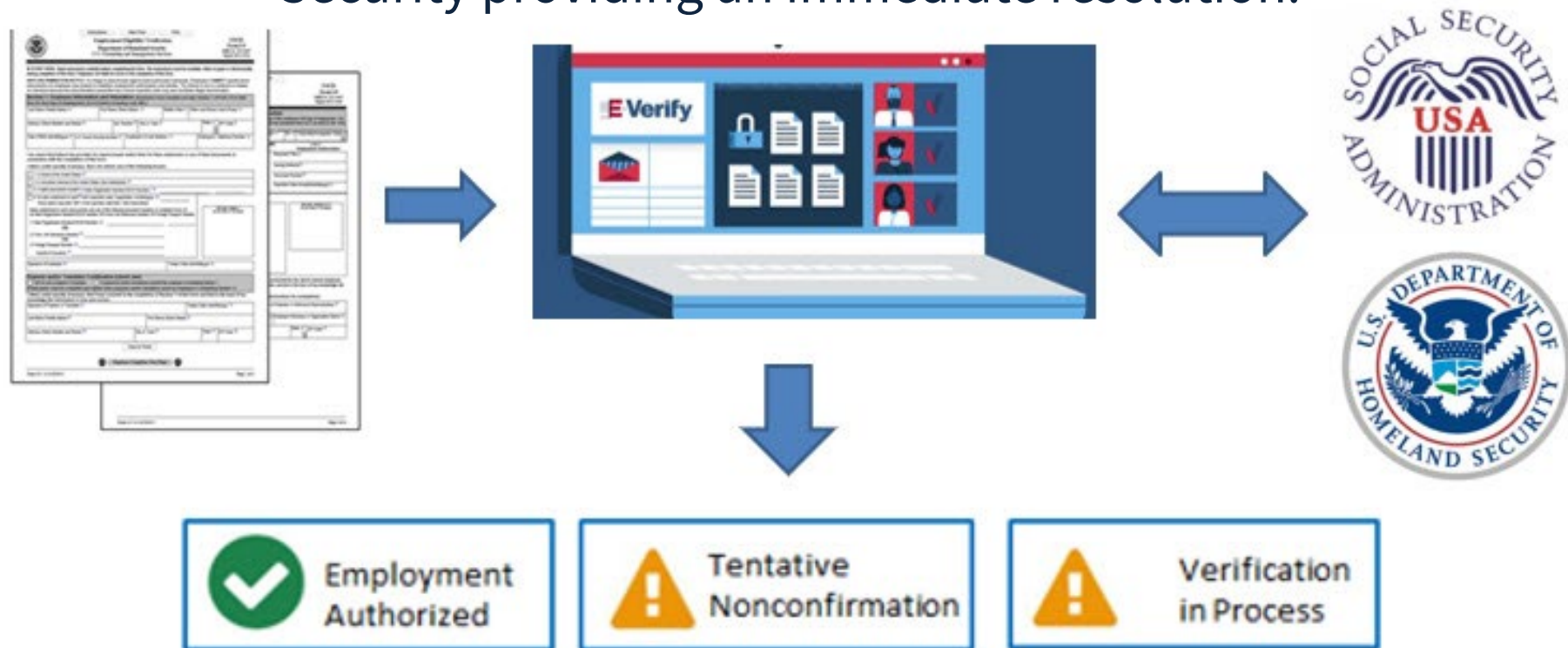
\*Find current Form I-9 version at [Form I-9, Employment Eligibility Verification](#). Visit [I-9 Central What's New](#).

# FORM I-9 PROCESS AND E-VERIFY

Form I-9	E-Verify
Mandatory	Voluntary for Most Employers
Required for all current employees	Only for <b>new hires</b> (unless required by federal contract)
Completed by the third day after the employee's first day of work for pay	"3 Day Rule": Case must be created by the third day after the employee's first day of work for pay
Does not require a Social Security number	<b>Requires</b> a Social Security Number
Does not require a photo on List B Identity Documents	<b>Requires</b> a photo on List B Identity Documents
Must be used to Reverify expiring employment authorization (Section 3)	May <b>NOT</b> be used to reverify expired employment authorization
Does not require maintaining photocopies of documents	Photocopying: <b>Required</b> for certain List A documents

# HOW DOES E-VERIFY WORK?

Form I-9 information is entered into E-Verify and then compared against records available to the Social Security Administration and the Department of Homeland Security providing an immediate resolution.





# E-VERIFY CASE STATUS UPDATES

## INITIAL CASE RESULTS

<b><u>Employment Authorized</u></b>	<p>The employee's information matched records available to SSA and/or DHS confirming employment eligibility. E-Verify automatically closes the case. Record the case verification number on the employee's Form I-9 or print and attach the Case Details page to the Form I-9.</p>
<b><u>Verification In Process</u></b>	<p>This case was referred to DHS for further verification. No action is required by either you or the employee at this time, but you can check E-Verify daily for a response. Employers may not terminate or take any other adverse action against an employee because of a Verification in Process result.</p>
<b><u>Tentative NonConfirmation</u></b>	<p>Information did not match records available to SSA and/or DHS. Additional action is required. Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee because the employee received a TNC.</p>

# CASE MANAGEMENT

- ✓ Case Creation
- ✓ Managing Case Alerts
- ✓ View/Search Cases
- ✓ Reports



# STARTING A NEW CASE

The screenshot displays the E-Verify dashboard. At the top left is the E-Verify logo. The navigation bar includes 'Home', 'Cases', 'Reports', 'Web Services', and 'Resources'. A dropdown menu is open under 'Cases', showing 'Start New Case' and 'View Cases'. Below the navigation are four main cards: 'Cases to be Closed' (506), 'Cases with Updates' (25), 'Cases with Expiring Authorization Docs' (0), and 'Recently Auto-Closed Cases' (1). Each card has a corresponding 'View' button. At the bottom, there are four action buttons: 'Create New Case', 'Search Cases', 'View Resources', and 'Contact Us'. Red arrows highlight the 'Cases' menu, the 'Start New Case' option, and the 'Create New Case' button.

# E-VERIFY CASE CREATION: BIOGRAPHIC INFORMATION

## Verify Employee

### Enter Form I-9 Information

Enter Form I-9 Information

Review Case

Case Results

### Employee Information and Attestation

**Last Name** Family name or surname  
Looney

**First Name** Given name  
Tunes

**Middle Initial**  
MI

**Other Last Names Used**  
Smith Platt Heart  
If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

**Date of Birth**  
01/31/1958

**U.S. Social Security Number**  
123-45-6789

#### Modernization Highlights

- Easier data entry on one page
- Screens auto-scroll down
- Progress bar on left
- Enter or tab to add multiple last names
- Cannot advance without SSN.

# E-VERIFY CASE CREATION: ATTESTATION AND DOCUMENTS

## Citizenship Status

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident

An alien authorized to work

## Employer or Authorized Representative Review and Verification

What document types are on Tunes Looney's Form I-9?

List A Document

List B & C Document

List A Document

Permanent Resident Card or Alien Registration Receipt Card (Form I-55) ▼

**Modernization Highlights**  
Selected "Citizenship Status" determines available List A, or B and C options.



# E-VERIFY CASE CREATION: DOCUMENT INFORMATION

## Employer or Authorized Representative Review and Verification

What document types are on john doe's Form I-9?

List A Document

List B & C Document

List A Document

Employment Authorization Document (Form I-766)

Alien Number

A4565\_\_\_\_

Must be exactly 9 digits. Prefix number with 0 if it is shorter.

*Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.*

Document Number

AAA0123456789

Required

*The first 3 digits must be alphabetic characters followed by 10 numeric characters.*

[Where can I find this number?](#)

**Modernization Highlights**  
Immediate prompts for  
inaccurate data entry

# E-VERIFY CASE CREATION: FIRST DAY OF EMPLOYMENT

### Additional Case Details

Select the Employee's First Day of Employment

**Today** 1 Day Ago 2 Days Ago

Employee's First Day of Employment [?](#)

10/04/2021

*Employees must be verified within three business days of their first day of employment.*

Visa Number

SEVIS ID Number

N1234567891

Employee ID (Optional)

*An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.*

**Continue**



# E-VERIFY CASE CREATION: PHOTO MATCH

**Verify Employee** | **Review Case**

Enter Form I-9 Information

Review Case

Case Results

### Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

Yes, this photo matches

No, this photo does not match

No photo displayed

[Continue to Case Results](#) [Save & Exit](#)

#### Reminder

To help reduce document fraud, when Photo Matching is activated, employers must compare the photo on the document provided by the employee to the photo that appears in E-Verify.

If the employee presented one of the following documents, E-Verify Photo Matching will prompt the employer to compare the photo on the employee's document with a photo displayed during case creation:

- ✔ Form I-551, Permanent Resident Card, (also known as a Green Card)
- ✔ Form I-766, Employment Authorization Document
- ✔ U.S. passport
- ✔ U.S. passport card

# E-VERIFY CASE CREATION: EDIT CASE DETAILS

## Additional Case Details

Employee's First Day of Employment

12/02/2020

Edit Case Details

---

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.

Clicking 'Close Case' will result in the case automatically closing without being submitted.

Submit Case

Save & Exit

 [Close Case](#)

# E-VERIFY CASE CREATION: SUBMIT CASE

## Employer or Authorized Representative Review and Verification

What document types are on john doe's Form I-9?

List A Document

List B & C Document

List A Document

Employment Authorization Document (Form I-766)

Alien Number

A4565\_\_\_\_

Must be exactly 9 digits. Prefix number with 0 if it is shorter.

*Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.*

Document Number

AAA0123456789

Required

*The first 3 digits must be alphabetic characters followed by 10 numeric characters.*

[Where can I find this number?](#)

**Modernization Highlights**  
Immediate prompts for  
inaccurate data entry

# EMPLOYMENT AUTHORIZED

- ✔ 98% of employees are automatically confirmed work authorized requiring no employee or employer action
  - Form I-9 information entered into E-Verify matched records available to SSA and/or DHS confirming employment eligibility
- ✔ E-Verify automatically closes the case
- ✔ Record the case verification number
  - Write case number on Form I-9
  - Print out case details page and attach it to Form I-9

The screenshot displays the E-Verify interface for viewing case information. The top navigation bar includes 'Home', 'Cases', 'Reports', and 'Resources'. The main content area is divided into two sections: 'Verify Employee' on the left and 'View Case Information' on the right. The 'View Case Information' section shows the following details:

- Case Verification Number:** 2022012345678AA
- Report prepared:** 02/17/2022
- Case Information:**
  - Case Status:** Closed
  - Current Case Result:** Employment Authorized
  - Case Submitted By:** (blank)
  - Reason for Closure:** Resolved Authorized
- Print Information** button

# TENTATIVE NONCONFIRMATION (MISMATCH)

## A Tentative Nonconfirmation (TNC):

- ✓ Means Form I-9 data doesn't match government records
- ✓ Is an initial result
- ✓ Does **NOT** necessarily mean you are not work authorized

## Common reasons for TNCs:

- ✓ Information was not entered correctly
- ✓ Document could not be verified
- ✓ Name / Immigration status change not reported
- ✓ Social Security number (SSN) does not match



# TENTATIVE NONCONFIRMATION (MISMATCH)

## NOTIFY EMPLOYEE

### Verify Employee

- Enter Form I-9 Information
- Review Case
- Case Results**

### Case Results

**⚠ Tentative Nonconfirmation**

It's okay! E-Verify just needs some more information from you and **John J. Doe** before confirming employment authorization. Here are the next steps you both will need to take.

---

**Next steps:**

**STEP 1**  
Download, print, and review the Further Action Notice with John privately. Make sure that John fully understands the Further Action Notice. This document will explain why John received this result, and what to do next.  
If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

**Download Further Action Notice** English ▾

**STEP 2**  
Ask if John will choose to take action to resolve this error and correct the data mismatch that led to this result.

- If John chooses to take action to resolve this case, indicate that in the option below. Make sure John understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, John will receive a confirmation email that indicates when this countdown begins.
- If John chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. John needs to understand that refusing to take action could result in losing this job.

**After John has reviewed the Further Action Notice, indicate the decision below:**

- John will take action to resolve this E-Verify case. John understands that action must be taken by **August 27, 2019**.
- John will not take action to resolve this case. John understands that this cannot be undone and choosing not to take action could result in termination of employment.
- The information entered was not correct. I am choosing to close this case.

**Continue** **Save & Exit**

# TENTATIVE NONCONFIRMATION (MISMATCH)

## EMPLOYER ACTIONS

### EMPLOYER REQUIRED ACTIONS WITHIN 10 FEDERAL GOVERNMENT WORKING DAYS AFTER THE TNC RESULT:

- ✓ Download and print the Further Action Notice (FAN)
- ✓ Privately notify employee of the TNC; jointly review and confirm accuracy of information
- ✓ Instruct the employee to indicate his or her decision to take action or not and to sign and date the FAN
- ✓ Provide the employee with a copy of the signed FAN; File the original with Form I-9
- ✓ If employee decides to take action, refer the case in E-Verify
- ✓ If referred:
  - Print the Referral Date Confirmation, provide it to the employee and attach a copy to the employee's Form I-9
  - Check E-Verify for case result updates and follow steps based on case result provided
- ✓ If the employee decides not to take action or fails to provide their decision by the end of the 10<sup>th</sup> federal government working day, close the case

# TENTATIVE NONCONFIRMATION (MISMATCH) FURTHER ACTION NOTICE



## Further Action Notice



### Why You Received This Notice

Your employer, <<employer name>>, uses E-Verify to confirm work eligibility in the United States. E-Verify compares the information you provided on your Form I-9, Employment Eligibility Verification, to official government records. The information your employer entered into E-Verify from your Form I-9 does not match records available to the Social Security Administration (SSA), resulting in a mismatch, also called a Tentative Nonconfirmation (TNC).

### Reason for Your Mismatch

Mismatch Date: \_\_\_\_\_ E-Verify Case Number: \_\_\_\_\_

This does not necessarily mean that you are not authorized to work in the United States. There are many possible reasons why E-Verify could not match your information to available records, listed at <http://www.E-Verify.gov/mismatch>.

### Take Action to Resolve the Mismatch

**Step 1:** Review your information to make sure it was entered correctly.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Month and Year of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

A-Number or USCIS Number: \_\_\_\_\_

If your information is correct, proceed to Step 2. If there are errors, show your employer so they can create a new E-Verify case using the correct information. You do not need to take any further action.

**Step 2:** Decide if you want to resolve your E-Verify case and mark your decision:

I will take action to resolve this mismatch by following the instructions on this notice.

OR

I will not take action to resolve this mismatch. I understand this decision means that E-Verify will not confirm my work authorization and my employer may terminate my employment.

**IMPORTANT:** If you fail to notify your employer of your decision by \_\_\_\_\_ your employer may terminate your employment and close your case.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Further Action Notice



### Resolve Your Mismatch by Contacting SSA

You must begin resolving the mismatch by the date listed on the Referral Date Confirmation document given to you by your employer.

If you live near an SSA Card Center, you must visit the SSA Card Center to update your information.

- Determine SSA Card Center or SSA office availability at <https://www.ssa.gov/locator/>
- OR
- Call SSA at 800-772-1213 (TTY: 800-325-0778). If you need help in another language, you may ask for an interpreter.

Bring this notice when you visit SSA. Tell them you have an E-Verify issue. SSA can update your record with proof that a change is needed. Below are examples of documents you may need. Bring original documents, not photocopies:

- Proof of your age: a birth certificate or passport
  - Proof of your identity: a driver's license or passport
  - Proof of a legal name change: a marriage certificate, if your current name is not on your SSN card
  - Proof of U.S. citizenship or a work-authorized status:
    - If you are a U.S. citizen: a Naturalization Certificate, U.S. birth certificate or passport
- OR
- If you are not a U.S. citizen: a Permanent Resident Card (Form I-551, also known as a Green Card), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work authorized status.

### Important: For an SSA TNC due to Citizenship Status

You may not need to visit SSA if the reason for this mismatch on Page 1 is "SSA was unable to confirm U.S. citizenship." If you are a naturalized U.S. citizen and you have your Naturalization Certificate Number, A-Number or USCIS Number, you can resolve your TNC by calling the Department of Homeland Security (DHS) at 888-897-7781 (TTY: 877-875-6028).

### Your Rights in This Process

Employers may not take an adverse action against you solely because you chose to resolve a mismatch or have a pending E-Verify case. Learn more at <https://www.E-Verify.gov/employeeerights> or call us at 888-897-7781 (TTY: 877-875-6028).



# TENTATIVE NONCONFIRMATION (MISMATCH) REFERRAL DATE CONFIRMATION

**Verify Employee** Case Results

Enter Form I-9 Information

Review Case

Case Results

➔ **Confirmation: John intends to take action to resolve this case.**

You have referred John Doe to SSA on August 15, 2019. To proceed, select a language and download the Referral Date Confirmation below. Provide this to John, who has contested this SSA TNC. John has until **August 27, 2019** to contact SSA to resolve this issue.

If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

**Download Referral Date Confirmation** English ▾

E-Verify will update John's case status through the case status alert feature on your E-Verify homepage. Be sure to log in to E-Verify periodically – you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in [English](#) or [Spanish](#) if needed.

**Continue**

# TENTATIVE NONCONFIRMATION (MISMATCH) REFERRAL DATE CONFIRMATION



E-VERIFY IS A SERVICE OF DHS AND SSA

## Referral Date Confirmation

E-Verify Case Number: \_\_\_\_\_ Employee Name: \_\_\_\_\_

### Why You Received This Document

As part of the E-Verify process, your employer gave you a Further Action Notice explaining that E-Verify could not confirm your employment eligibility in the United States.

You chose to take action, so your employer notified E-Verify, setting a deadline for you to begin resolving the mismatch. If your employer did not provide you with the Further Action Notice, contact them immediately.

### Begin Resolving the Mismatch by <<Date>>

You must begin resolving the mismatch by following the steps on your Further Action Notice.

Employers must allow you to contest a mismatch, also called a Tentative Nonconfirmation. They may not take adverse action against you because of the mismatch while you are contesting it and your E-Verify case is pending.

If you do not act by <<Date>>, E-Verify will issue a final nonconfirmation and your employer may terminate your employment.



September 22, 2022

# TENTATIVE NONCONFIRMATION (MISMATCH) EMPLOYEE ACTIONS

## **EMPLOYEE** ACTION WITHIN 10 FEDERAL GOVERNMENT WORKING DAYS AFTER THE TNC RESULT:

- ✔ Confirm if the information on the Further Action Notice (FAN) is correct
- ✔ Decide whether to take action to resolve the TNC or not and indicate choice on the FAN by signing and dating FAN
- ✔ Take next steps based on decision to take action or not
- ✔ If referred, visit a SSA field office and/or contact DHS within 8 federal government working days and present the FAN
- ✔ Follow SSA or DHS instructions or next steps

Employee Chooses to Take Action	Employee Chooses Not to Take Action
Employer refers employee to appropriate agency	Employer may terminate employee and close the case in E-Verify

# E-VERIFY CASE STATUS UPDATES

## FINAL CASE RESULTS





### Employment Authorized

The employee's information matched records available to SSA and/or DHS confirming employment eligibility. E-Verify automatically closes the case. Record the case verification number on the employee's Form I-9 or print and attach the Case Details page to the Form I-9.

### Final Nonconfirmation

E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA and/or contacted DHS. The employer may terminate employment based on a case result of Final Nonconfirmation with no civil or criminal liability

# CASE ALERTS, QUICK LINKS, AND E-VERIFY NEWS

 <b>506</b> Cases to be Closed <a href="#">View Cases to be Closed</a>	 <b>25</b> Cases with Updates <a href="#">View Updated Cases</a>	 <b>0</b> Cases with Expiring Authorization Docs <a href="#">View Expiring Doc Cases</a>	 <b>1</b> Recently Auto-Closed Cases <a href="#">View Auto-Closed Cases</a>
<a href="#">Create New Case</a>	<a href="#">Search Cases</a>	<a href="#">View Resources</a>	<a href="#">Contact Us</a>
<a href="#">E-Verify News</a>			

# SEARCHING FOR CASES

The screenshot displays the E-Verify user interface. At the top left is the E-Verify logo. The navigation bar includes 'Home', 'Cases', 'Reports', 'Web Services', and 'Resources'. A red arrow points to the 'Cases' menu, which has opened a dropdown with 'Start New Case' and 'View Cases'. Another red arrow points to 'View Cases'. The main content area features four cards: 'Cases to be Closed' (506), 'Cases with Updates' (25), 'Cases with Expiring Authorization Docs' (0), and 'Recently Auto-Closed Cases' (1). Each card has a corresponding 'View' button. At the bottom, there are four action buttons: 'Create New Case', 'Search Cases' (with a red arrow pointing to it), 'View Resources', and 'Contact Us'. The user's name 'John Doe' is visible in the top right corner.

# LOCATING A SPECIFIC CASE

The screenshot shows a web interface for searching cases. It is divided into two main sections. The left section is titled 'Search Cases' and contains two sub-sections: 'SEARCH CASES' and 'FILTER CASES'. Under 'SEARCH CASES', there is a search input field with a dropdown menu currently set to 'Last Name'. A red arrow points to this dropdown. Under 'FILTER CASES', there is a list of radio button options: 'Open Cases', 'Draft Cases', 'Cases with New Updates', 'Cases In Progress', 'Work Authorization Docs Expiring' (which is selected), 'Cases to be Closed', 'Recently Auto-Closed', and 'All Closed Cases'. A red arrow points to the 'FILTER CASES' heading. The right section of the interface features a 'Sort by' dropdown menu set to 'Date Hired', with a red arrow pointing to it. Below the sort menu are two buttons: 'PREVIOUS PAGE' with a left arrow icon and 'NEXT PAGE' with a right arrow icon.

# SOCIAL SECURITY ADMINISTRATION RESUMES E-VERIFY OPERATIONS

- ✔ Cases must be referred in E-Verify within 10 federal government working days after the issuance of the mismatch. Employees with any mismatch referred on or after July 15, 2022 must take action to resolve it within 8 federal working days after the case is referred.
- ✔ Employees with an SSA mismatch referred between March 2, 2020 to July 14, 2022, have until September 29, 2023 to resolve it.
- ✔ Review the date on your employee's original Referral Date Confirmation (RDC). See the chart below for preferred dates your employee should visit SSA to resolve their mismatch.

<b>If the date on the employee's Referral Date Confirmation is:</b>	<b>Then the employee should visit SSA between:</b>
March 2 to December 31, 2020	October 1 to December 31, 2022
January 1 to December 31, 2021	January 1 to March 31, 2023
January 1 to July 14, 2022	April 1 to June 30, 2023


**Note: Although the timeframes are preferred, all employees must visit SSA to resolve their mismatch by the final deadline of September 29, 2023, or their case will automatically get a Final Nonconfirmation (FNC).**



# SOCIAL SECURITY ADMINISTRATION RESUMES E-VERIFY OPERATIONS

- Print an updated “Referral Date Confirmation” (RDC) notice with the final deadline to contact SSA to begin resolving their TNC. To reprint a copy of your employee’s “Referral Date Confirmation” log-in to E-Verify, select your employee’s case and select the “Print Confirmation” button. You may also choose to update the existing RDC by which your employee must visit SSA by crossing out each date and inserting “Final: 09/29/2023.”
- Provide a copy of the updated RDC to your employee via email or hard copy.

The screenshot shows an E-Verify document titled "Referral Date Confirmation" for employee Jane Doe. It includes the E-Verify logo and the Department of Homeland Security seal. The document states that the employee must begin resolving the mismatch by a certain date. The original date, 05/01/2020, is circled in red and crossed out with a red line. A new date, 09/29/2023, is also circled in red. To the right of the document, the text "Final: 09/29/2023" is displayed in red.

**E-Verify**  A SERVICE OF DHS AND IIR

Referral Date Confirmation

E-Verify Case Number: 123456789 Employee Name: Jane Doe

**Why You Received This Document**

As part of the E-Verify process, your employer gave you a Further Action Notice explaining that E-Verify could not confirm your employment eligibility in the United States. You chose to take action, so your employer notified E-Verify, setting a deadline for you to begin resolving the mismatch. If your employer did not provide you with the Further Action Notice, contact them immediately.

**Begin Resolving the Mismatch by ~~05/01/2020~~**

You must begin resolving the mismatch by following the steps on your Further Action Notice. Employers must allow you to contest a mismatch, also called a Tentative Nonconfirmation. They may not take adverse action against you because of the mismatch while you are contesting it and your E-Verify case is pending.

If you do not act by ~~05/01/2020~~, E-Verify will issue a final nonconfirmation and your employer may terminate your employment.

**Final:  
09/29/2023**

# E-VERIFY BEST PRACTICES

## Employers should:

- ✔ Complete Form I-9 for each new employee prior to creating a case in E-Verify
- ✔ Create cases no later than the third business day after the employee starts work for pay
- ✔ Provide each employee with notice of and the opportunity to take action on a Tentative Nonconfirmation(TNC)
- ✔ Have two or more program administrators

## Employers must not:

- ✘ Use E-Verify selectively or to pre-screen applicants
- ✘ Create cases for existing employees\*
- ✘ Influence employee decision to take action or not take action on a TNC
- ✘ Terminate or take adverse action against an employee taking action on a TNC
- ✘ Ask for additional documents if employee gets a TNC

\* Does not include employees of federal contractors with the FAR E-Verify clause

# COMPLIANCE

## Employers Must:

- ✓ Display “E-Verify Participation” poster
- ✓ Display “IER Right to Work” poster
- ✓ Display posters in English and Spanish

E-Verify also **recommends** employers provide a copy of posters with job application materials, either online or in hard copy.

## Contact Immigrant & Employee Rights (IER) with questions:

Employees: 1-800-255-7688 (TDD: 1-800-616-5525)

Employers: 1-800-255-8155 (TDD: 1-800-362-2735)



# ESSENTIAL RESOURCES

- ✓ Posters
- ✓ E-Verify User Manual
- ✓ Form I-9 Handbook For Employers
- ✓ E-Verify What's New
- ✓ Contact Us



# VIEWING RESOURCES AND CONTACTING US

The screenshot displays the E-Verify user interface. At the top, the navigation bar includes the E-Verify logo, a 'Home' link, and dropdown menus for 'Cases', 'Reports', 'Web Services', and 'Resources'. The 'Resources' dropdown menu is open, showing options: 'View Essential Resources', 'Take Tutorial', 'View User Manual', 'E-Verify News', and 'Contact Us'. Below the navigation bar, there are four main dashboard cards: 'Cases to be Closed' (506), 'Cases with Updates' (25), 'View Expiring Doc Cases', and 'Recently Auto-Closed Cases' (1). Each card has a corresponding 'View' button. At the bottom of the dashboard, there are four action buttons: 'Create New Case', 'Search Cases', 'View Resources', and 'Contact Us'. Red arrows point to the 'Resources' dropdown menu, the 'View Essential Resources' option, the 'Contact Us' option in the dropdown, the 'View Resources' button, and the 'Contact Us' button.

# FINDING POSTERS AND RESOURCES

**Resources**

**View Essential Resources**

- Take Tutorial
- View User Manual
- E-Verify News
- Contact Us

## View Essential Resources

- E-Verify Posters ✓
- Manuals and Guides ▾
- Further Action Notices ▾
- Referral Date Confirmations ▾
- Form I-9 Resources ✓
- Memorandums of Understanding (MOU) ▾

# FORM I-9 AND E-VERIFY RESOURCES

## FORM I-9 & E-VERIFY LINKS

[I-9 Central](#)

[Form I-9 Documents](#)

[Handbook for Employers](#)

[Acceptable Document Examples](#)

[Acceptable Receipts](#)

[Guidance for Conducting Audits](#)

[E-Verify](#)

[E-Verify User Manual](#)

[Webinars Calendar](#)

[Employee Rights Toolkit](#)

## COVID-19 TEMPORARY POLICIES

[Temporary Policies Related to Covid-19](#)

[Temporary Policy for Document Review Flexibility](#)

[DHS to End COVID-19 Temporary Policy for Expired List B Documents](#)

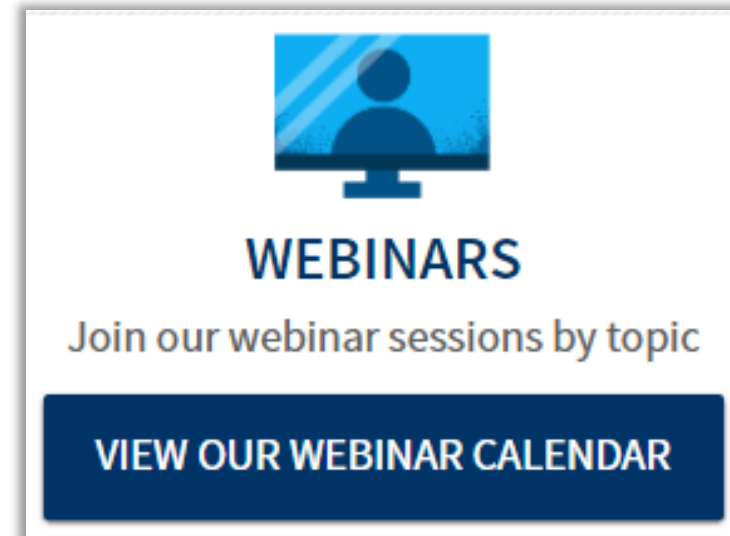
[Form I-9 Completion Examples](#)

[USCIS News Release Regarding EAD Extension Periods](#)

# ENGAGEMENT SERVICES WEBINARS

E-Verify and Form I-9 webinars are free and easy to join! Find the ones you like and bring a friend. View upcoming events on the following topics:

- ✓ Form I-9
- ✓ E-Verify Overview
- ✓ E-Verify in 30\*
- ✓ E-Verify for Existing Users
- ✓ E-Verify for Federal Contractors
- ✓ E-Verify for Web Services
- ✓ myE-Verify\*
- ✓ Employee Rights
- ✓ Employer Responsibilities



*\*Topics **NOT** eligible for professional development credit through the Society for Human Resource Management (SHRM) and the Human Resource Certification Institute (HRCI).*



# ENGAGEMENT SERVICES

## CUSTOMIZED EVENTS

E-Verify Engagement will work with you to provide content suited to fit your needs:

- ✓ Customized trainings tailored to your business:
  - Form I-9
  - E-Verify overview
  - Employment eligibility verification specialized topics
- ✓ Keynote speakers available for your:
  - Conference, forum, event
  - Lunch and learns



**BONUS:** E-Verify Engagement staff can work with you to discuss SHRM and HRCI possible professional development credits.

# CUSTOMER SUPPORT

E-Verify received one of the highest customer service ratings among federal agencies according to the American Customer Satisfaction Survey

- ✓ E-Verify Outreach: [E-VerifyOutreach@uscis.dhs.gov](mailto:E-VerifyOutreach@uscis.dhs.gov)
- ✓ Form I-9 E-Mail: [I-9Central@uscis.dhs.gov](mailto:I-9Central@uscis.dhs.gov)
- ✓ E-Verify E-Mail: [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov)
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781

Follow us on social media for Form I-9,  
E-Verify, myE-Verify, Self Check,  
employee rights and more



# QUESTIONS?

**THANK YOU!**