



Provider Enrollment Process

1. Effective November 1, 2009, all **new** providers must attend an orientation and complete the Steps listed below. **Current** providers have until June 30, 2010 to complete the new provider enrollment requirements. A **current** provider will remain eligible to provide services for their current recipient and additional recipients if they have already been entered in our CMIPS system prior to November 1, 2009.
2. Steps new Individual Providers (IPs) must follow to be eligible for IHSS provider payments:
 - Step 1:** IP must attend new IP Orientation (this is where IPs turn in and/or complete SOC 426 - New Provider Enrollment Form, and two forms of ID). Attending orientation for current providers is optional; however, they still must complete the necessary forms, and follow the steps below.
 - Step 2:** IP must provide two original pieces of ID. **Photocopies of ID are not acceptable:**
 - a. Unexpired Driver's License or ID card issued by the California DMV (or another state), **OR** unexpired ID issued by a government agency (e.g., military ID, passport, permanent resident card, etc); **AND**
 - b. A Social Security Card; **OR**
Other official correspondence from the Social Security Administration verifying IPs Social Security Number.
 - At the end of the orientation, IP signs SOC 846, indicating they understand and agree to the rules and requirements for being an IHSS provider.
 - Note: providers under the age of 18 have to provide a valid Work Permit.
 - Step 3:** IP must submit fingerprints and undergo a criminal background check by the California Department of Justice (DOJ). At the end of orientation the IP attends, county staff will give the IP a request for Live Scan Service form (BCII 8016) and a list of Live Scan locations where the IP can get fingerprinted.
 - State law requires the IP to pay for the fingerprinting and background check. Fees vary, however the cost is about \$70.

To attend an orientation, please call (661) 868-1000 or (800) 510-2020 to make an appointment.