

As this language relates to SR and VPK providers, **any new statewide** contract executed for these services after January 1, 2021, will require registration and an affidavit. The law also requires that the contractor (ELC) will need to maintain a copy of the affidavit while the contract is in effect.

OEL has not interpreted the law as requiring execution of a new provider contract, screening of current employees or receipt of an affidavit for **currently-contracted providers**. The primary obligation of these providers will be to E-Verify all new hires after the January 1, 2021, date. Upon execution of a new contract in subsequent fiscal years, an E-verify registration and an affidavit will be required.

Through the rule making process, OEL anticipates amending both the SR and VPK statewide provider contract forms for use in the 2021-22 FY to reflect the new e-verify and affidavit requirements. Additional updates on the rulemaking process will be provided.

Below is a chart summarizing the timing and requirements of the new law, [section 448.095, Florida Statutes](#).

Status	Now – January 1, 2021	January 1, 2021 – June 30, 2021	After June 30, 2021
SR and VPK Providers with a Current 2020-21 Contract	No impact	<ul style="list-style-type: none"> <li>Provider will E-Verify all new hires.</li> <li>Contract remains in place – no change</li> <li>Affidavit not required.</li> </ul>	<ul style="list-style-type: none"> <li>2021-2022 contract will include E-Verify requirements.</li> <li>Provider will E-Verify all new hires</li> <li>Provider will sign affidavit stating that it does not employ, contract with, or subcontract with an unauthorized alien</li> <li>ELC will maintain copy of the affidavit</li> </ul>
SR and VPK Providers with a New Contract for 2020-21 After January 1, 2021.	n/a	<ul style="list-style-type: none"> <li>Provider will E-Verify all new hires.</li> <li>Provider will sign affidavit stating that it does not employ, contract with, or subcontract with an unauthorized alien.</li> <li>ELC will maintain copy of the affidavit.</li> </ul>	<ul style="list-style-type: none"> <li>2021-2022 contract will include E-Verify requirements.</li> <li>Provider will E-verify all new hires.</li> <li>Provider will sign affidavit stating that it does not employ, contract with, or subcontract with an unauthorized alien.</li> <li>ELC will maintain copy of the affidavit</li> </ul>

In the next few weeks, we will provide you with a sample template for the affidavit. For any new 2020-21 contracts, providers will be directed to upload the signed affidavit to their document library in a specified folder.

Please let us know if you have any questions.

MP/sg



## Welcome to E-Verify Florida!

Beginning Jan. 1, 2021, every public employer, contractor, and subcontractor in the state of Florida must enroll in and use E-Verify to confirm the employment eligibility of all newly hired employees. E-Verify is committed to giving Florida businesses the necessary information to confirm the employment eligibility of newly hired employees to help ensure a legal workforce.

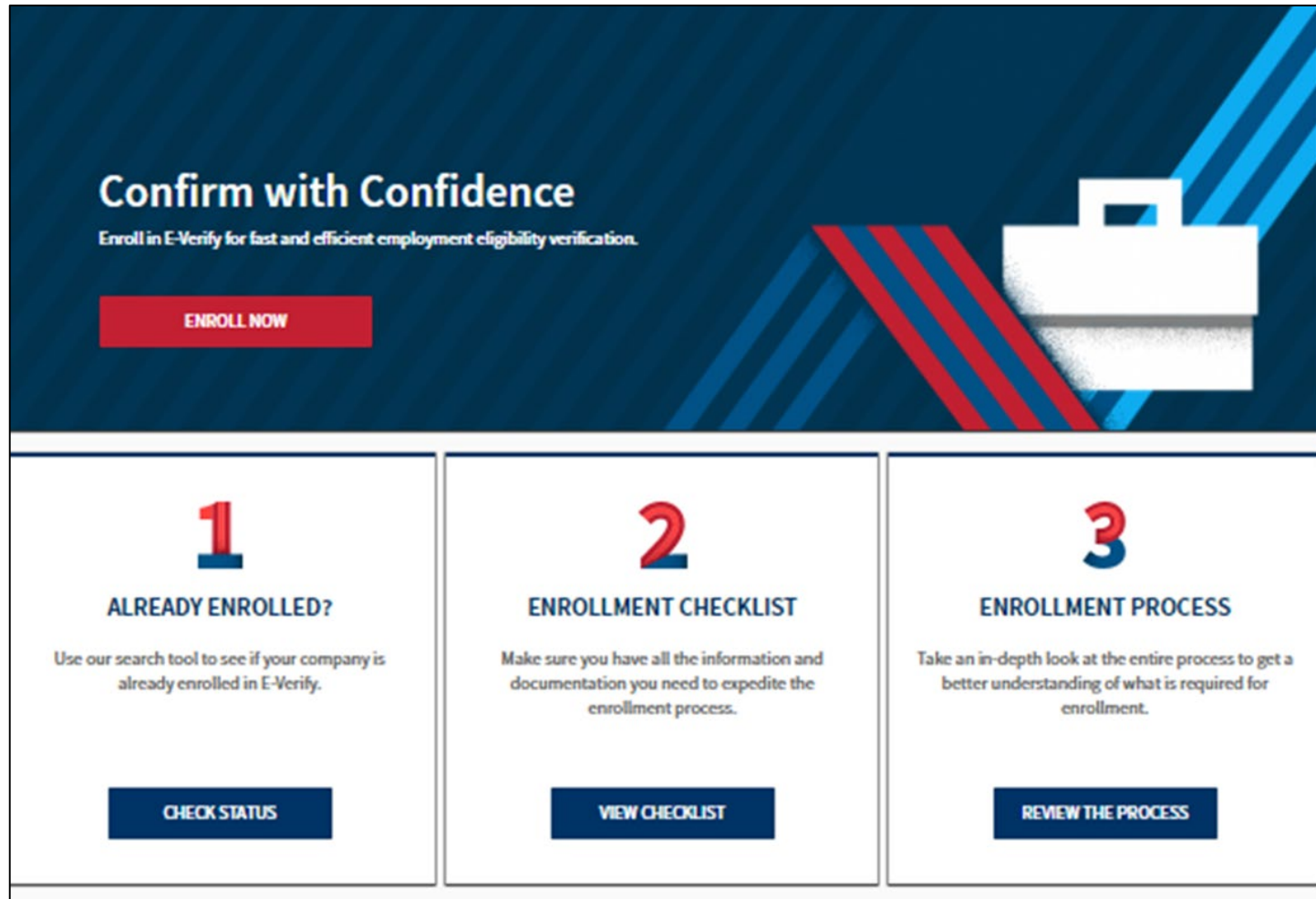
We want Florida businesses to hit the ground running by attending our live webinars. All webinars are free and interactive. Each E-Verify webinar includes:

- Reminders of Form I-9 requirements and how they pertain to E-Verify;
- Creating E-Verify cases;
- How to resolve a Tentative Non-Confirmation (TNC);
- E-Verify compliance;
- E-Verify user roles and how to add new users;
- Live demonstration of creating cases in E-Verify; and
- Question and answer session.



E-Verify uses Cisco WebEx as our webinar platform. If you have never joined a Cisco WebEx session before, please prepare your web browser before the session by visiting our [webinar page](#) for instructions.

# How to Enroll



The diagram illustrates the E-Verify enrollment process. It begins with a header section titled "Confirm with Confidence" with the subtitle "Enroll in E-Verify for fast and efficient employment eligibility verification." and an "ENROLL NOW" button. Below this, three numbered steps are presented in separate boxes: 1. "ALREADY ENROLLED?" with a "CHECK STATUS" button; 2. "ENROLLMENT CHECKLIST" with a "VIEW CHECKLIST" button; and 3. "ENROLLMENT PROCESS" with a "REVIEW THE PROCESS" button. A white briefcase icon is positioned to the right of the header section.

**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.  
**CHECK STATUS**

**2**  
**ENROLLMENT CHECKLIST**  
Make sure you have all the information and documentation you need to expedite the enrollment process.  
**VIEW CHECKLIST**

**3**  
**ENROLLMENT PROCESS**  
Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.  
**REVIEW THE PROCESS**

# Enroll in E-Verify

- 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



# Enrolling is Easy!

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 E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract.	Select this access method if your company creates cases for client companies.	Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does <u>NOT</u> allow you to create cases.	Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents



# User Roles

User Role	Permissions
<b>Program Administrator</b> (at least one required)	The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.
<b>General User</b>	Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.

# Display Posters

## Employers Must

- ✓ Display E-Verify participation poster
- ✓ Display You Have Rights posters
- ✓ Contact Immigrant and Employee Rights (IER) with questions regarding discrimination:  
1-800-255-8155 (TDD: 1-800-362-2735)

