



# Employee Eligibility - Personnel Tool

1. Employment Eligibility Per ((8 CFR 274a.2(b)(2)(i)(A))) If the employee was employed for fewer than two years, did the provider retain the I-9 form for three years after the employee hire date? (N/A if current employee)
2. Employment Eligibility Per 18 (LSFHS Standard Contract, 4.15.3.) If an individual that is being recommended to be hired, promoted or transferred for a position as of 7/1/2025 and has previously worked for the Managing Entity, Department or a Contract or Subcontracted Network Service Provider, did the provider screen the individual by completing the Office of Inspector General's Request for Reference Check (Form CF 774)?
3. Employment Eligibility Pers (E-Verify User Manual M-775, 2.2) Did the provider complete an I-9 Employment Eligibility form for each newly hired employee before creating a case in E-verify?
4. Employment Eligibility Pers (8 CFR 274a.2(c)) If an employee is rehired within three years of the date a previous I-9 form was completed, did the provider re-verify authorization for employment by completing Supplement B (formerly Section 3) of the initial I-9 form or by completing a new I-9 form?
5. Employment Eligibility Pers (E-Verify User Manual M-755, 3.1) Is the E-Verify case verification number recorded on the employee I-9 form or is the case verification screenprint printed and attached to the I-9 form?
6. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5) Did the provider create an E-verify case for newly hired employees no later than the 3rd business day after they have begun employment?
7. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5; E-Verify User Manual M-775, 2.1) If the employee used a list B document, did the provider obtain a photocopy of the identity document? This is required because they must ensure list B documents have photographs.
8. Employment Eligibility Pers (E-Verify User Manual M-775, 1.5) Did the provider obtain a social security number of the employee on the I-9 Form?
9. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1 and Handbook for Employers M-274) Did the employee fully complete section 1 of the form, except for email address or telephone number? (Employees are not required to provide an email address or telephone number in Section 1. If they do not wish to enter an e-mail address or telephone number, they may leave these fields blank)
10. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the employee complete/sign the form on the date of hire or prior to the date of hire?
11. Employment Eligibility Pers I-9 (E-Verify User Manual M-775, 2.1) Did the provider fully complete section 2 of the form?
12. Employment Eligibility Pers I-9 (I-9 form instructions on US CIS website) Was the correct form was used, considering the date of form initiation?

\*FYI: The form versions can be verified at: <https://www.uscis.gov/i-9> (All employees hired after 11/1/23 must use the 8/1/23 edition)



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13. Employment Eligibility Pers I-9 (8 CFR 274a.2(b)(2)(i)(A)) If the employee was employed for two or more years, did the provider retain the I-9 form for one year after employee termination date? (N/A if current employee)

14. Employment Eligibility Pers I-9 Form (E-Verify User Manual M-775, 2.1) Did the provider sign the I-9 form within three business days of the date of hire?