

E-Verify Provider Requirement

Contracted providers are required to register and use the E-Verify system to verify the work authorization status of all newly hired employees. [Florida Statute 448.09\(1\)](#) Providers are required to sign the E-Verify and Employment Eligibility Affidavit annually prior to entering into the *Statewide School Readiness Provider Contract* or *Statewide Voluntary Prekindergarten Provider Contract*.

Registering with E-Verify System

Registration and use of the E-Verify System is free to employers. Employers are only required to screen staff members hired since January 1, 2021.

E-VERIFY WEBSITE - <https://www.e-verify.gov/>

Additional training on enrolling and using the system is available on the

E-Verify website <https://www.e-verify.gov/employers/enrolling-in-e-verify> and

YouTube <https://youtu.be/INoFQTYIOAQ>

E-Verify User Manual <https://www.e-verify.gov/book/export/html/2113>

Completing the Affidavit Concerning Employment of Unauthorized Aliens Form

1. Enter the name of your Facility (Provider Name).
2. Check the box that relates to your organizational type (private or public business)
3. Enter OEL Provider ID Number – found in OEL Provider Portal center of page after logging in.
4. Enter the **TITLE** of person signing the form (must be authorized representative of the agency)
5. Enter the name of your Facility (Provider Name).
6. Enter the expiration date of the contract (6/30/2022).
7. Sign and print your name
8. Get Affidavit form notarized
9. Upload **Affidavit Concerning Employment of Unauthorized Aliens** to OEL Provider Profile on the Documents tab under **E-Verify Supporting Documents**.

Provider Site Summary	
Business name:	[REDACTED]
Doing business as:	[REDACTED]
Provider ID:	[REDACTED] 155
License number:	[REDACTED]
SSN / Federal ID number:	[REDACTED]

*Providers must complete the **Affidavit Concerning Employment of Unauthorized Aliens** annually prior to the effective date of the School Readiness or VPK Provider Contract. *