

IMPORTANT INFORMATION FOR PROSPECTIVE PROVIDERS ABOUT THE IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM PROVIDER ENROLLMENT PROCESS

An IHSS provider is someone who provides services to a person who receives supportive services under the IHSS Program. If you want to become an IHSS provider, you must complete all of the steps outlined below before you can be enrolled as a provider and receive payment from the IHSS Program for providing services.

STEP 1. Complete and sign the IHSS Program Provider Enrollment Form (SOC 426), and return it in person to the county IHSS Office or IHSS Public Authority.

- You can get a blank copy of the SOC 426 from the county IHSS Office or Public Authority. The county IHSS Office or Public Authority will also give you an information sheet that gives answers to Frequently Asked Questions (FAQs) about the SOC 426. You should read the FAQs carefully before you complete the SOC 426.
- You must report on the SOC 426 whether you have been convicted of certain crimes that would make you ineligible to receive payment from the IHSS Program for providing services.
- It is important that you read the SOC 426 carefully and that all of your responses are complete and truthful because the information you provide will be verified by a criminal background check that you must also go through as part of the provider enrollment process (See Step 2.).

STEP 2. Be fingerprinted and go through a criminal background check by the California Department of Justice.

- The county IHSS Office or Public Authority will give you instructions on how to get fingerprinted when you turn in the completed and signed SOC 426. Do not try to be fingerprinted until you have received instructions from the county.
- You can get fingerprinted at some local law enforcement agencies (Police or Sheriff Department) or at businesses that offer digitally scanned fingerprinting (Live Scan) services. The county IHSS Office or Public Authority can give you a list of nearby locations.
- State law requires that you pay the costs for fingerprinting and the criminal background check from your own money. Fees vary depending where you choose to get fingerprinted; however, the cost is about \$70.
- The background check will verify that you have not been convicted of any crimes that make you ineligible to receive payment from the IHSS Program for providing services.

STEP 3. Go to an IHSS Program Provider Orientation given by the county.

- The county IHSS Office or Public Authority will tell you when and where you can attend an orientation session.
- The orientation will present important information about the IHSS Program and the rules and requirements for being a provider.

STEP 4. At the end of the Provider Orientation session, sign an IHSS Program Provider Enrollment Agreement (SOC 846).

- By signing the SOC 846, you are saying that you understand and agree to the rules and requirements for being a provider in the IHSS Program.

Once you have completed these steps and you have been approved by the County or Public Authority to be an IHSS provider, as long as you are an active provider and your criminal background check remains clear, you will continue to be eligible to provide services for any IHSS recipient.

If you have any questions about these new requirements, contact your county IHSS Office or IHSS Public Authority.