

Hawkeye Area Community Action Program, Inc.	Policy # 236
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I-9 Form	Effective: December 14, 1999
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

In compliance with the Immigration Reform and Control Act of 1986, HACAP must have an Employment Eligibility Verification Form (I-9) for all employees hired after November 6, 1986. The I-9 form is used to verify and document that an employee can legally work in the United States.

Standard Operating Procedure

Target Audience

All Hawkeye Area Community Action Program, Inc. employees

Necessities

Employment Eligibility Verification Form (I-9)

Implementation Steps

- All employees must complete the I-9 form on their first day of employment.
- Employees have three (3) business days from their start date, to present approved documentation that establishes identity and employment eligibility.
- If an employee is unable to present the required document(s) within three (3) business days, he/she must present a receipt for the application of the document(s) within three (3) business days. An employee then has ninety (90) days to present the actual document(s).
- If an employee is unable to provide appropriate documentation within the required time, their employment with the company will be ended.
- The I-9 form must include both the front and back pages (pages 2 and 3), or it is considered invalid. The form may be 2-sided or page 2 and 3 may be stapled together.
- The Instructions for completing the I-9 form must be made available to all employees completing the form.
- Once completed, the original I-9 form should be sent to Human Resources.

COMPLETING THE I-9 FORM

Section 1. Employee Information and Verification

The EMPLOYEE is responsible for completing this section in full.

- All requested information must be provided. **There should be no blank spaces/boxes.** The only exception is the box requesting "Maiden Name" because it may not be applicable for all employees.

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- If the “Lawful Permanent Resident” box or “An Alien Authorized to Work Until” box is checked, the employee must provide their Alien Number and expiration date (if applicable).
- The employee must sign and date the form.
- If a mistake is made, the employee should request a new form. The I-9 form is invalid if it contains crossed or scribbled out words or white out.
- If the employee is unable to complete Section 1 on his/her own, a preparer/translator may be used. The preparer/translator must complete the Preparer and/or Translator Certification information. The employee must still sign and date Section 1.

Section 2. Employer Review and Verification

The EMPLOYER is responsible for completing this section.

- Employees must provide appropriate documentation for this section.
- The accepted forms of identification are on the back of the I-9 form. Employers may show the employee the back of the form and ask him/her to produce the proper ID, but cannot instruct the employee which documents to provide.
- Complete the appropriate sections in detail. Under List A, B, and C, every line (as appropriate) must be filled in relating to the identification provided.
- Fill in the employee’s start date under the “certification” section.
- Fill in the employer’s name and address.
- The person who reviews the original forms of identification must sign and date the form.
- If a mistake is made, a new form should be completed. The I-9 form is invalid if it contains crossed or scribbled out words or white out.

Section 3 Updating and Reverification

The EMPLOYER is responsible for completing this section.

- Employers must complete this section when updating and/or revivifying the I-9.
- Revivifying employment eligibility must be completed on or before the expiration date recorded in Section 1.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.