

TO: ALL RESPITE CARE PROVIDERS
FROM: STACEY MARTINEZ, PROGRAM MANAGER
RE: I-9 FORM: ELIGIBILITY TO WORK

Federal law requires all employers to obtain from all of their employees proof of the employee's identity and eligibility to work in the United States. We are required to have this in our files. Without this information, it is not possible to become an employee of Bay Respite Care. Please follow these instructions exactly:

1. Complete Section 1 (the top part) of the Employment Eligibility Verification Form (I-9) stapled to this letter. Be sure to include your signature and the date you signed it.
2. Do not fill in the middle section labeled "Prepare/Translator Certification" unless you received help when filling out the top part of the form.
3. Leave Section 2 blank. It will be completed by one of the administrative staff at Bay Respite Care when we receive your I-9 form and proof of identification.
4. Send a photocopy of one of the identification items listed on "Lists of Acceptable Documents", list A. (Example: US Passport, Permanent Residence Card, etc.)
5. If no item from List A is available, you may send a photocopy of an item from List B *and* a photocopy of an item from List C. (Example: copy your driver's license *and* your Social Security Card.)
6. Enclose the I9 form and photocopies with the rest of your hiring packet.
7. Please call if you have any questions at (707) 644-4491.