

**COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM
WORKFORCE INVESTMENT ACT**

VIRGINIA WORKFORCE INVESTMENT LETTER (VWL) #13-02
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TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WORKFORCE DEVELOPMENT SERVICES
Research and Evaluation Division

SUBJECT: Use of E-Verify for Right-to-Work Status

EFFECTIVE DATE: December 1, 2013

REVISION DATE: November 8, 2013

Purpose:

To provide guidance to local workforce investment areas with guidance on the use of E-Verify to document an applicant's Right-to-Work under General Program Eligibility for Workforce Investment Act programs and services.

What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9 Employment Eligibility Verification to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

One of the components of Workforce Investment Act General Program Eligibility is Citizenship or **Right-to-Work**. E-Verify can be used by local workforce investment areas to verify and document the applicant's Right-to-Work.

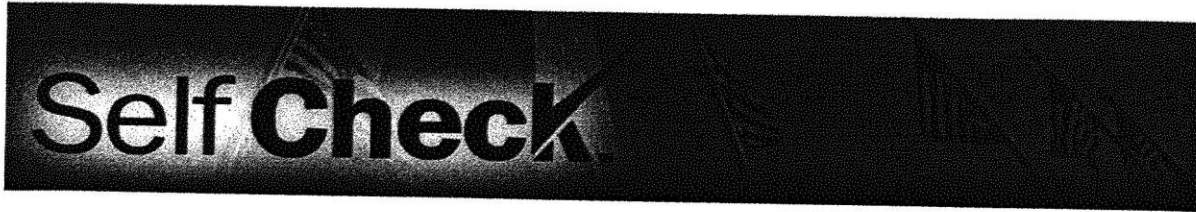
Process for accessing E-Verify:

1. Access the E-Verify site (<http://www.uscis.gov/self-check>).
2. Have the applicant complete the process and when the process is complete a screen will appear with the following message –“Self-Check-Work Authorization Confirmed”.
3. Print this page and add the following: (retain copy for the participant's file)

Customer's Name (Printed):
Date of Birth:
Customer's Signature:
Date completed:
Staff Representative Name:
Staff Representative's Signature:

This process may not work for all applicants. If this process is not used or is not successful, then traditional documentation procedures must be followed (excluding self-attestation).

The following is an example of a successful E-Verify confirmation and sample signatures as outlined in Step 3.



ESTABLISH IDENTITY		CONFIRM WORK ELIGIBILITY	
Enter ID Data	Take a Quiz	Enter Document Data	Get Results

Work Authorization Confirmed

Joseph,

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States.

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you will most likely be instantly work authorized when your employer checks your information using E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer checks your information using E-Verify that may cause you to get a mismatch. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for completing the Self Check process!

[Return Home](#)

U.S. Department of Homeland Security : dhs.gov U.S. Citizenship and Immigration Services : uscis.gov

[1.3.4-RELEASE] Accessibility

CUSTOMER'S NAME: Joseph Phantom

DATE OF BIRTH: MARCH 9, 1959

DATE 4/15/2013

CUSTOMER SIGNATURE

04/15/2013

STAFF REPRESENTATIVE

