

Enrollment Instructions for IHSS Independent Providers of Monterey County

Please read the instructions on this page carefully, then use the link called “Continue to ENROLLMENT” at the bottom of this page to continue with your enrollment steps.

This website is ONLY to be used by caregivers or “providers” of the In-Home Supportive Services (IHSS) program in Monterey County. State laws require that all IHSS providers go through an enrollment process and pass a background check before they are eligible to be paid by the IHSS program.

To enroll as an IHSS care provider, you must complete five steps:

1. **Visit the enrollment website by clicking on the “Continue to ENROLLMENT” link at the bottom of this page.** At this website you will:
 - ❖ Watch the mandatory enrollment video,
 - ❖ Fill in the application information
 - ❖ Make an appointment to come to the Monterey County Public Authority to sign required forms and have your valid photo ID and original Social Security card scanned.
2. **Go to the Monterey County Public Authority located at 1000 South Main Street, Suite 211C, Salinas, CA 93901, on the date and time you have scheduled.**
 - ❖ Bring your original Social Security Card. Copies are NOT accepted.
 - ❖ Bring your current valid driver’s license or U.S. government issued photo ID.
 - ❖ Your name on the Social Security Card and on the ID must match.

- ❖ You will be given a Live Scan form and a list of vendors where you can go get your fingerprints taken.
3. **Take the Live Scan form to complete the fingerprint background check.** Prospective providers are responsible for obtaining the Department of Justice criminal background check at their own expense. The Live Scan cost ranges from \$45 to \$70.
 4. **Work with your consumer, the person you will be taking care of, to finish the necessary IHSS paperwork and send it to IHSS.** Your consumer must complete forms to tell IHSS that you will be his/her provider.
 - ❖ Form SOC 426A must be signed and dated by the IHSS consumer and sent to IHSS.
 - ❖ Form W-4 must be completed and signed by you and sent to IHSS.
 5. **Wait for your first timesheet from IHSS.**
 - ❖ After you have read these instructions, click on the link below to continue with your enrollment.
 - ❖ Wait 6 to 7 weeks after your appointment before calling to review the status of your case. It may take longer to receive your timesheet.

CONTINUE TO ENROLLMENT

If you have additional questions, please review the Question and Answer page here:

Question: Can I bring my children with me to my appointment?

Answer: Do NOT bring children, friends, relatives, or others to your appointment – there is no waiting space for them and you will be turned away to make another appointment.

Question: I can't find my Social Security Card

Answer: Visit the Social Security Office and apply for your replacement card. They will provide you with a replacement card. You may also ask the office to provide you with a letter or printout to use at your appointment. The letter must include your full name, the full social security number, and a social security office "stamp" on letterhead all in one page.

Question: I already had a background check done for another job – do I need to do it again?

Answer: Yes. Everyone applying to be an IHSS Independent Provider must have a background check done using the forms we provide.

If your question is not answered here, call the Public Authority line at (831) 755-4466, option 5 (we can only answer questions about the provider or caregiver enrollment steps).

For questions about provider payroll or paychecks or timesheets, call (831) 755-4466, option 4. To speak with a social worker about authorized hours, or to apply to receive IHSS services, call the IHSS social worker at (831) 755-4466, option 7 or 1-800-510-2020.

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