

# **In Home Supportive Services (IHSS)**

## **Provider Enrollment & Orientation**

An IHSS Independent Provider (IP) is someone who gets paid to provide services to a person who receives in-home supportive services under the IHSS program. If you have never enrolled as an IHSS IP you must complete all the steps outlined below before you can be enrolled as an IHSS provider and receive payment from the IHSS Program. If you have enrolled as an IHSS IP in another county within the last 12 months you do not need to re-enroll, just have your recipient contact the Monterey County IHSS Payroll department at (831) 755-4466 to provide the required Form [SOC 426A](#), IHSS Program Recipient Designation of Provider.

If you are new to the IHSS program or have not provided services in the last 12 months, you **MUST** complete all steps within 90 days of the date you began the process.

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

1. **Visit the IHSS Independent Provider Enrollment Center for Monterey website (REVA):**

REVA is an on-line website application that provides access to IHSS educational orientation videos and an on-line calendar for you to schedule a one-on-one enrollment appointment with Provider Enrollment staff. The REVA website is **ONLY** to be used by IHSS IPs in Monterey County.

Click on the REVA icon below to access the website.



At this website, you will:

- Watch the mandatory enrollment video.

- Fill in the application information.
- Make an appointment to meet with Monterey County Provider Enrollment staff to sign required forms and have your valid photo ID and original Social Security card scanned.

2. **Meet with Monterey County Provider Enrollment Staff:**

During this appointment, you will:

- Check in at 1000 South Main Street, Suite 211C, Salinas, CA 93901 on the appointment date you selected in REVA.
- Bring your original Social Security Card. Copies and laminated cards are NOT accepted.
- If you are not a United States (US) citizen bring documentation confirming your ability to work in the US.
- Bring your current valid driver's license or U.S. government issued photo ID. NOTE: Your name on the Social Security Card and U.S. government issued photo ID must match.
- Be scheduled for an IHSS New Provider Orientation.

3. **Complete the fingerprint background check:**

Prospective providers are required to be fingerprinted for a Department of Justice criminal background check.

- Provider Enrollment staff will give you the Live Scan form and a list of vendors where you can get your fingerprints taken.
- Take the Live Scan form to one of the vendors on the list to have your fingerprints scanned.
- NOTE: You are required to pay for the fingerprinting. Costs range from \$45 to \$70.

4. **Work with your consumer to complete, and submit, the following form:**

Your enrollment will not be completed until you, and/or your consumer, submits the following completed form to Monterey County Provider Enrollment staff.

- Form [SOC 426A](#), IHSS Program Recipient Designation of Provider. This form must be signed and dated by each IHSS consumer you work for or their authorized representative.

5. **Attend a New Provider Orientation:**

New IHSS providers are required to attend a Provider Orientation.

During this orientation, you will:

- Learn about IHSS rules and policies.
- Learn about the payroll process, including how to correctly complete your timecard.
- Receive information about provider health insurance and other benefits.
- Receive information about the Long-Term Care workers union, SEIU Local 2015.

Please review the Questions and Answers below:

**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 need to make another appointment.

**Question:** What if I can't find my Social Security Card?

**Answer:** Visit the Social Security Office and apply for your 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, Provider Enrollment can be reached at (831) 755-4466. Select option 3 for “Information about IHSS” and then option 3 for “If you are interested in becoming an IHSS provider”.