



IHSS Provider Enrollment Process Checklist

You must bring the following with you to attend an Enrollment Session and to begin the provider enrollment process:

- IHSS Program Provider Enrollment Form (SOC 426) **with pages 3-5 completed.**
- IHSS Program Recipient Designation of Provider Form (SOC 426A), **signed by the Consumer or Authorized Representative, with pages 1 & 3 completed.**
- Request for Live Scan form (BCII 8016) with the highlighted “**Applicant Information**” **section completed.** There will be a Live Scan fingerprinting vendor at the enrollment session, for your convenience. If you have already fingerprinted for the Public Authority Registry, and are in good standing with the Registry, you will not need to fingerprint again.
- \$39 in cash or money order**, payable to “Certifix Live Scan” for your background check.
- Original unaltered Social Security card; no copies, no laminations.** If minor work permit or other work authorization documents are required, please bring them with you as well.
- Official unexpired U.S. federal or state government issued valid photo identification.** Examples: Driver License or ID from another state’s DMV, United States Military ID card, Permanent Resident Card (Green Card), or U.S. Passport. **The full official name on your social security card and proof of identity must match.** Suffixes such as; Jr, Sr, I, II, III, etc., must be on both documents.
- See the “IHSS Provider Enrollment Session” flyer in this packet for days, times, and location of the sessions.

NOTE: Do not mail the enclosed forms. These documents must be submitted **in person** at an Enrollment Session.

If you are missing any of these forms or do not have everything from the above checklist, please contact the Provider Enrollment and Training Department at (866) 351-7722. Without the state mandated completed documents, we cannot allow you to attend the session.