



Protect Your Business



Federal Contractor E-Verify Timeline

If you are a federal contractor, time-sensitive steps must be taken to comply with the new E-Verify federal contractor provision. Which steps your company must take depends on whether your company is already enrolled in E-Verify and if so, for how long.

The timelines below provide general guidelines for required actions to be taken should your company be awarded a federal contract with the new E-Verify provision. Be sure to consult your company's general counsel or a compliance professional to ensure proper adherence with the new mandate and corresponding timelines.

When do I begin to verify my employees through E-Verify?

If your company is not currently enrolled in E-Verify:

Calendar Days Since Contract Award	Required Action
30	Within 30 days you must enroll in the E-Verify program (www.uscis.gov) or contact ICS to serve as your designated agent.
90	Within 90 days of enrollment, you must use E-Verify for all new hires.
90/30	Any employee assigned to new contract must be verified within 90 days from enrollment; or 30 days from the employee's assignment to the contract, whichever is later.

Why Compliance Matters

The Problem

Too often, businesses find it challenging to navigate the ever-growing complex rules, regulations and compliance laws at both the federal and state level. Legal responsibilities that at one time went unenforced are now being enforced in unprecedented ways. Business executives that don't heed this new intensity of enforcement may in fact find their bottom line impacted, or in some cases, find themselves personally liable.

The Solution

ICS provides a comprehensive auditing service to review existing compliance systems with a keen awareness of the vulnerabilities often exploited. For businesses that discover problems with their systems, ICS addresses those problems and recommends protocols to fully manage the issues. We also build layered compliance systems that include I-9 verification policies, E-Verify protocols, training modules, immigration related antidiscrimination protocols, No-Match policy and immigration compliance manuals to ensure businesses are prepared to meet the rigors of governmental oversight. When appropriate, ICS partners with legal counsel to actively defend companies involved in government investigations.

If your company is enrolled in E-Verify, but less than 90 days since contract awarded:

Calendar Days Since Contract Award	Required Action
90	Within 90 days of enrollment, E-Verify must be used for all new hires.
90/30	Any employee assigned to new contract must be verified within 90 days from enrollment; or 30 days from the employee's assignment to the contract, whichever is later.

If your company has been enrolled in E-Verify for more than 90 days from contract awarded:

Calendar Days Since Contract Award	Required Action
90/30	Any employee assigned to new contract must be verified within 90 days from enrollment; or 30 days from the employee's assignment to the contract, whichever is later.
NOW	In accordance with E-Verify requirements, all new employees should already be run through E-Verify.

Remember: The federal contractor rule is a new federal mandate that requires compliance. Appropriate planning is critical to ensure you keep important federal contracts, and protect your business.

If you have any questions about E-Verify implementation for federal contractors, managing the subcontractor process, or whether your potential contract item falls under an exemption, please contact ICS at 1-877-577-7053 or read our recently issued factsheet, "Federal Contractors and the New E-Verify Requirement" at www.iandcsolution.com.

** The information provided above is generalized and does not constitute legal advice. For particular advice tailored to your circumstances, please contact ICS. **



www.iandcsolutions.com

1-877-577-7053