



Form I-9 Required Documentation

To avoid new hire paperwork processing delays, you must submit:

-  Completed Form I-9*
**First Date of Employment in Section 2 must be on/after date that forms are submitted to Tempus*
-  Copies/Images of Acceptable Documents Establishing Identity and Employment Authorization






 **Incomplete or unclear documents may delay processing and employment** 

- PCAs/DCWs must provide one document from List A or one document from List B and one document from List C.
- Consumers/Waiver Participants must submit a clear and easy to read copy of each presented document to Tempus when submitting the Form I-9 and other new hire paperwork.






Examples of these documents appear on Page 2 of Form I-9.



Documents Must Be:




-  Clear and easy to read, not blurry, too dark, or too light
-  Complete, including all pages and corners, with no information cut off
-  Current and unexpired *if document has expiration date
-  Submitted with both sides if the document is double-sided
-  Photos taken on phones should be well lit and fully visible

Avoid Delays, Take the Following Actions:

-  Complete and sign all forms
-  Submit supporting documents that match documents provided in Section 2 of Form I-9
-  Only submit clear and readable documents
-  Make sure names on documents identify the PCA/DCW
-  Only submit completed packets

Questions?

Contact Tempus for assistance before submitting incomplete paperwork.

-  (877) 479-7577
-  MAPCAOnboarding@tempusunlimited.org
-  www.tempusunlimited.org

1. Are PCAs/DCWs required to verify their employment eligibility?

Yes. All PCAs/DCWs must provide valid employment authorization documents to work as a PCA/DCW. Consumer-employers and Waiver Participant-employers must complete, sign, and submit the Form I-9, along with copies of the PCA's/DCW's employment authorization documents, to Tempus Unlimited Fiscal Intermediary (Tempus) for verification and processing.

PCAs/DCWs must also renew their employment authorization before it expires and provide updated valid documents for re-verification.

2. When should I submit the Form I-9? Can I submit the Form I-9 after I start working?

No, your Consumer-employer/Waiver Participant-employer must submit the required new hire paperwork along with a Form I-9 and supporting documents to Tempus **before** you begin working. Per the U.S. Citizenship and Immigration Services (USCIS), the hire date on the I-9 cannot be dated in the past. Check with Tempus to make sure they have received and processed your paperwork before you begin working.

3. How will I know if my employment eligibility documents are about to expire?

You and your Consumer-employer/Waiver Participant-employer are responsible for tracking when your documents expire. Tempus will make a courtesy notification to your Consumer-employer/Waiver Participant-employer starting 90 days before the expiration date. The notice will request an updated Form I-9 Supplement B and current employment authorization documents.

4. Can I be terminated if valid employment authorization documents are not on file with Tempus?

Yes. If you do not renew your employment eligibility, provide updated documents, or respond to requests for this information, you may be terminated.

5. What happens if my employment authorization document (EAD) expires?

You must provide updated, valid employment authorization documents before your current documents expire. If updated documents are not provided on time, you may not be allowed to continue working or be paid until your employment eligibility is reverified.

6. Beginning in 2026, Tempus will begin using E-Verify to confirm a PCA's/DCW's work authorization. What is E-Verify?

E-Verify is a federal system that confirms whether an employee is authorized to work in the United States. It compares information from your Form I-9 with records from the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA).

7. Will my immigration status or personal information be shared?

E-Verify only uses information from your Form I-9 to confirm employment eligibility with DHS and SSA. Your information is protected and used only for employment verification purposes.

8. Can I choose which documents to provide for the Form I-9?

Yes. You may choose which acceptable, unexpired documents to present from the Form I-9 Lists of Acceptable Documents (Form I-9, Page 2). Your Consumer-employer/Waiver Participant-employer cannot tell you which specific documents to provide.

9. What if my name has changed since my documents were issued?

You should provide documents that reflect your current legal name when possible. If your records do not match government databases, you may receive a Tentative Nonconfirmation (TNC) and may need to contact SSA or DHS to update your records.

10. In some cases, a PCA/DCW may receive a Tentative Nonconfirmation (TNC). What is a (TNC)?

A Tentative Nonconfirmation (TNC) means the information entered into E-Verify did not match government records. A TNC does not mean you are unauthorized to work or that you will be terminated. If you receive a TNC, Tempus will reach out to you. It is important that you take immediate action.

11. What should I do if I receive a TNC?

If you receive a TNC, you will be notified by email and given instructions on how to respond. You must decide whether to contest or not contest the TNC. If you choose to contest it, you must notify Tempus of this decision within **10 federal government working days** of receiving the TNC notification.

12. How do I contest a TNC?

You will receive the necessary information by email. You will need to contact the appropriate government agency within **8 federal government working days** from the date your case is referred to DHS or SSA.

13. Can I continue working if I receive a TNC?

Yes. If you choose to contest the TNC, you may continue working while the issue is being resolved with E-Verify.

14. What happens if I do not take action on a TNC?

If you do not contest the TNC or fail to contact the appropriate agency within **8 federal government working days**, E-Verify may issue a Final Nonconfirmation (FNC). This may result in termination of employment.

15. In some cases, a PCA may receive a Final Nonconfirmation (FNC). What is a FNC?

A Final Nonconfirmation (FNC) means E-Verify could not confirm your employment eligibility after you had the opportunity to resolve a TNC. PCAs/DCWs who receive an FNC will no longer be authorized to continue working.

16. Who should I contact if I have questions about my E-Verify case?

If you receive a TNC, you will receive instructions on how to contact DHS or SSA. You can contact E-Verify directly, or you may also call Tempus with any questions related to employment.

17. What documents do I need for E-Verify?

You and your Consumer-employer/Waiver Participant-employer must complete Form I-9 and provide valid, unexpired identification and employment authorization documents to Tempus.