



# Arizona Chamber of Commerce & Industry

*Uniting Business. Advancing Arizona.*

## Basic Facts on the Basic Pilot Program

### WHAT IS THE BASIC PILOT PROGRAM?

- It is a web-based employment eligibility verification system (EEVS) that provides an employer with a way to electronically confirm the employment authorization of **all** newly hired employees, regardless of citizenship. The Basic Pilot Program cannot be used to determine the status of existing or prospective employees.

### HOW DOES THE BASIC PILOT PROGRAM WORK?

- **Step 1:** Employer enters Form I-9 information into the web-based system within three days of the date of hire.
- **Step 2:** The information is compared with the Social Security Administration (SSA) database through the Department of Homeland Security (DHS) system. If there is a match, the employee is authorized. If not, the system proceeds to Step 3a for citizens or Step 3b for non-citizens.
- **Step 3a:** For citizens, the employer informs employee of tentative nonconfirmation finding. The employee must contest the finding with local SSA office within eight working days or accept a final nonconfirmation result.
- **Step 3b:** For non-citizens, an Immigration Status Verifier manually checks other DHS databases, and verifies the resident alien card. If there is a match, the employee is authorized. If not, DHS issues a tentative nonconfirmation to the employer.
- **Step 4:** Employer informs employee of tentative nonconfirmation finding. Employee can choose either to accept the finding and receive a final nonconfirmation or to contest it.
- **Step 5:** To contest the finding, non-citizens must call or visit DHS within **eight** working days.

### WHAT PERCENTAGE OF QUERIES CANNOT BE IMMEDIATELY CONFIRMED?

- Eight percent of queries cannot be immediately confirmed. The most common cause of delays is that an employee's citizenship or name status (due to marriage or divorce) is not up to date in the SSA database. SSA does not update records unless an individual makes the request in person and provides the appropriate documentation.

### WHAT HAPPENES IF A WORKER IS NOT FOUND TO BE WORK AUTHORIZED?

- Resolving nonconfirmations can take several days or even several weeks. Employees have eight days in which to contest a tentative nonconfirmation. After ten days, employers are required to either immediately terminate the employee or notify DHS of the continued employment of workers who do not successfully contest the tentative nonconfirmation or who are found to be not work authorized.

### HOW MANY EMPLOYERS CURRENTLY PARTICIPATE?

- As of July 2007, 18,832 employers have enrolled and about half are active users. In Arizona, 546 different MOUs have been signed, which represents 1,759 sites.

### HOW DOES AN EMPLOYER ENROLL IN THE BASIC PILOT PROGRAM?

- An employer may enroll online at <https://www.vis-dhs.com/EmployerRegistration>. At the end of the registration process, the employer will be required to sign a Memorandum of Understanding (MOU) with the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

### IF AN EMPLOYER HAS MULTIPLE HIRING SITES, MUST EACH SITE REGISTER SEPARATELY?

- An employer can choose to have one site run all verification queries for newly hired employees or have each site run queries separately. If the employer chooses to have each site run its own queries, then separate MOUs are required.

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**CAN AN EMPLOYER OUTSOURCE THE SUBMISSION OF QUERIES TO THE BASIC PILOT PROGRAM?**

- Yes, the employer and its third party agent would both be required to sign MOUs.

**MUST AN EMPLOYER STILL COMPLETE THE I-9 PROCESS FOR EACH NEW HIRE IF IT IS PARTICIPATING IN THE BASIC PILOT PROGRAM?**

- Yes, the employer must still go through the normal I-9 process for all new employees.

**WHEN SHOULD AN EMPLOYER INITIATE A QUERY?**

- It must be done after the employee has been hired but within three days of the employee's start date.

**WHAT INFORMATION MUST AN EMPLOYER SUBMIT TO THE BASIC PILOT PROGRAM TO VERIFY THE WORK AUTHORIZATION STATUS OF A NEW HIRE?**

- The employer must provide information from the I-9 form, specifically the employee's name, date of birth, Social Security Number, citizenship status, and the type and expiration date of the document provided to establish work authorization status and proof of identity.

**WHAT EQUIPMENT DOES AN EMPLOYER NEED TO PARTICIPATE?**

- An employer needs a Windows-based computer with Internet access and a compatible web browser (Internet Explorer 5.5 or Netscape 4.7 or higher with the exception of Netscape 7.0).

**IS THERE A COST TO THE EMPLOYER TO ENROLLING IN THE BASIC PILOT PROGRAM?**

- There is no direct fee associated with using the Basic Pilot Program. However, most employers incur certain administrative expenses.
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