**Sample Employment Eligibility Verification Policy**

*This template has been created in response to Victims of Crime Act (VOCA) award conditions. The full ‘employment eligibility verification for hiring under the award’ condition can be found at* [*https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions#employment-eligibility-verification-for-hiring-under-the-award*](https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions#employment-eligibility-verification-for-hiring-under-the-award)*. This template is provided as a general sample and should be adapted, edited, and updated to meet the specific policies, procedures, and practices of your organization. This information could also be included incorporated into any existing documented hiring policy or procedure.*

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| **Subject: Employment Eligibility Verification Policy** |
| **Policy Number:** |
| **Effective Date:** |

**1. Purpose**

In this section, the agency should explain the purpose of this document, such as to ensure that the agency’s hiring practices for any position funded in full or in part with award funds properly verifies employment eligibility in the United States consistent with 8 U.S.C. 1324a(a)(1) and (2).

**2. Policy**

The agency should explain its policy regarding employment eligibility verification. This could include a statement that, under the award, the agency may not permit employment of any individual who has not been verified as eligible for employment in the United States.

**3. Definitions**

The agency may wish to include definitions of relevant terms. Some examples could include,

* Persons who are or will be involved in activities under this award: Any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.
* United States: The continental United States, District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

**4. Procedures**

The agency should explain its procedures for determining employment eligibility, how and when these steps are completed, and how they are documented. This could include,

* Verify employment eligibility for any position funded in whole or in part with award funds. This can be completed in one of two ways:
* Verify employment eligibility by completing an I-9 form. Guidance in completing this form can be found at <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274>
* Verify employment eligibility using EVerify. Guidance in using EVerify can be found at <https://www.e-verify.gov/employers>
* Maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings
* Notifying all persons involved in activities under the award of this policy and the employment eligibility provisions.

**5. Training**

The agency should describe its procedures for providing training, as necessary, for agency employees impacted by this employment eligibility verification policy and the provisions of 8 U.S.C. 1324a(a)(1) and (2).