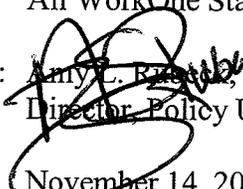




INDIANA  
**WORKFORCE**  
DEVELOPMENT

**FORMAL COMMUNICATION**

TO: Regional Operators  
Indianapolis Private Industry Council  
Directors of Operations for Northern & Southern Indiana  
All WorkOne Staff who work with the Trade Adjustment Assistance Program

FROM:  Amy L. Bryant, MA, LMHC  
Director, Policy Unit

DATE: November 14, 2007

**Technical Assistance Bulletin  
TAB 2007-01**

**Revision to Employment Eligibility Verification Form I-9**

***Content***

U. S. Citizenship and Immigration Services (USCIS) issued a revised Form I-9, *Employment Eligibility Verification*, and M-274, *Handbook for Employers, Instructions for Completing the Form I-9*. Information on the changes to the Form I-9 is provided in the attached *Fact Sheet*. In case questions arise from the business community, WorkOne Center staff is being informed of the change to the Form I-9. Remember that WorkOne staff does not complete Form I-9s for an employer's new hire(s).

**Program Application in TrackOne**

Clarifications on the program application found in TrackOne follow:

- The attestations in the program application in TrackOne which are signed by the client and the staff person are the same attestations found in the revised Form I-9.
- Each regional area determines how documentation for eligibility purposes is kept. Here are two examples: In some areas, staff may have clients sign the program application in TrackOne which certified that the client read and understood all information on the form. Then the staff person also signs the application which certified that the documentation provided by the client appeared to be genuine and related to the client. For the second example, staff may use an "I-9 Like" form that has been developed based on the I-9 form. As in the first example, both the client and the staff person signed the form. Know that there are other eligibility processes than the two provided.

Mitchell E. Daniels, Jr., *Governor*  
Teresa L. Voors, *Commissioner*

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An Economic Development Partner

The point of clarification: For both examples provided above, the signatures are the same as a “self-attestation” by the client. In other words, copies of the documents do not have to be kept as long as the program application or the I-9 Like form has been signed by both the client and staff person.

The Form I-9 and the Employer Handbook are also attached. The Employer Handbook is 47 pages in length.

Questions may be directed to Jennifer Biddle of the Policy Unit at 317/232-7459 or my email at [jbiddle@dwd.in.gov](mailto:jbiddle@dwd.in.gov).

WIA TAB Number	Subject Matter
2007-01	Revision to Employment Eligibility Verification Form I-9
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2006-07	Guidance from the U. S. Department of Labor
2006-06	Out-of-School Youth Definition
2006-05	WorkKeys Certificates under the Youth Common Measures
2006-04	Repeating classes or tests funded by the Workforce Investment Act
2006-03	Discontinuation of the Certificates of Technical Achievement Program
2006-02	Trade Adjustment Assistance - Qualifying Separation Date for Worker's Compensation
2006-01 Change 1	Clarification on DWD Communication 2005-26 (rescinded 8-22-07)
2006-01	Clarification on DWD Communication 2005-26 (rescinded 8-22-07)
2005-008	Youth as Displaced Homemakers
2005-007	Documentation Requirements – Katrina Victims
2005-006	Modifying Indiana's Eligible Training Provider List
2005-005	Special Endorsement for Indiana School Bus Drivers
2005-004	General Studies Degrees
2005-003	High School Diplomas for Individuals with Disabilities
2005-002	Incumbent Worker Councils
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2003-004	“Temporary” Employee Eligibility for WIA Services
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2003-000	Workforce Investment Act Technical Bulletins