

# IHSS PROVIDER ENROLLMENT PROCESSING TIMELINE

**\*\* IMPORTANT:** Check for emails from [OCProviderEnrollment@ssa.ocgov.com](mailto:OCProviderEnrollment@ssa.ocgov.com)

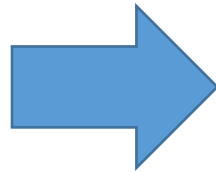
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You state interest in becoming an IHSS Provider or an IHSS Recipient reports you as their IHSS Provider.

✓ Check your email for enrollment instructions and a link.

Complete **ALL** the online enrollment steps below:

- Enter your Provider information
- Watch the orientation videos
- Electronically sign documents
- Schedule an appointment



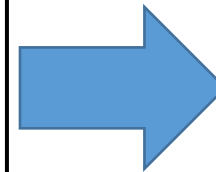
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## Attend Orientation

✓ Arrive **EARLY/ON TIME** to your scheduled appointment.

Bring **ALL** the following documents with you below:

1. **ORIGINAL, VALID** Social Security card and
  - **ORIGINAL, VALID** work permit/immigration verification (if applicable)
2. **ORIGINAL, VALID** photo identification card
3. Checklist
4. SOC 426A Form
5. Copy of your Live Scan Form receipt (if any)



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## 4-8 weeks after your Orientation date

- Social Security Office verifies your Social Security number.
- Public Authority receives your criminal background check results.

✓ Check your email for information on your initial timesheets and IHSS Provider number.

Create your Provider account and submit your electronic timesheets through the IHSS Electronic Services Portal (ESP) website:

[www.etimesheets.ihss.ca.gov](http://www.etimesheets.ihss.ca.gov)

## 8 weeks AFTER your Orientation date

Haven't received an email with your IHSS Provider number yet?

Call the Provider Enrollment Hotline at **714-825-3195** or

email [OCProviderEnrollment@ssa.ocgov.com](mailto:OCProviderEnrollment@ssa.ocgov.com) to check on your initial timesheet status.