

IHSS PROVIDER ENROLLMENT PROCESSING TIMELINE

**** IMPORTANT:** Check for emails from OCProviderEnrollment@ssa.ocgov.com

1

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 two documents
- Schedule an appointment

2

Attend Appointment

- ✓ 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 (if any)

3

6 weeks after your Appointment 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

6 weeks AFTER your Appointment 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 to check on your initial timesheet status.