

# Packet A

SOC 426, SOC 426C, SOC 847 & Request for Live Scan

This packet contains the necessary documents needed to enroll to become an IHSS Provider (Caregiver). Under the IHSS program, YOU are the PROVIDER and the person you are caring for is the Recipient. **You must complete all the following steps, in the following order, to be enrolled as an IHSS Provider:**

1. Read and complete all pages of this packet. If any steps are skipped, your application will be returned to you.
2. Make an appointment with one of the Live Scan locations included in this packet and have your fingerprints taken at that Live Scan location. Live Scan fees are paid by you.
3. Return in person or by mail, all completed forms, including the processed Request for Live Scan form to: Public Authority at 1107 Ream Ave., Mt. Shasta, CA 96067 or 818 S. Main St., Yreka, CA, 96097 or Adult Services at 2060 Campus Dr., Yreka, CA 96097.

**Once the Public Authority receives the results of your Live Scan from the Department of Justice, an invitation to attend an IHSS Provider Orientation will be emailed to you. Please include your email address on the SOC 426 form.**

4. Register to attend Provider Orientation date by contacting the Public Authority.
5. Attend the IHSS Provider Orientation. You must bring a current, valid Photo ID and your original social security card to the orientation. The names on the ID must match. If you are more than 15 minutes late to orientation, you will not be allowed entry and will have to reschedule. If you fall asleep during orientation, you will be asked to leave and will need to reschedule, to attend another orientation.

At orientation, you will be provided documents and information regarding IHSS payroll processing. For future payroll questions, contact Barbara Lighthill at 530.841.4200.

For all provider and orientation questions, please contact the Public Authority.

**Amy Hippler, Public Authority Administrator**

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