

Guardian E-Verify: Processing an SSA TNC with Employee Present

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What is a TNC?

A TNC is a Tentative Nonconfirmation issued from E-Verify indicating that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) is unable to verify the information provided for the employee. It does **not** mean that the employee is unauthorized to work.

Why did the employee receive a TNC?

An SSA TNC may be received for a variety of reasons. The specific reason will be listed on the Manual Processing tab.

Can the employee continue to work after receiving a TNC?

Yes, if a TNC is received no adverse action should be taken against the employee. Employers may not fire, suspend, delay training, withhold or lower pay during the time the TNC is being contested.

What is the flow for processing a TNC?

Processing a TNC involves several steps and involves both a representative from the organization and the employee.

Guardian provides screen prompts and instructions for managing this process.

The following image developed by USCIS provides an visual overview:



How can the employee be notified of the TNC?

In Guardian the user has three options in notifying the employee of the TNC:

- 1. Print or save the notice and provide it to the employee outside of Guardian for wet signature.
- 2. Review the notice in person and allow the employee to electronically sign the notice.
- 3. Email the employee via Guardian to access and sign the notice remotely.

How does an employee remotely access the notice?

The employee utilizes the normal employee login to review and sign the notice. Login credentials can be created or reset from the employee's **Login Info** tab.

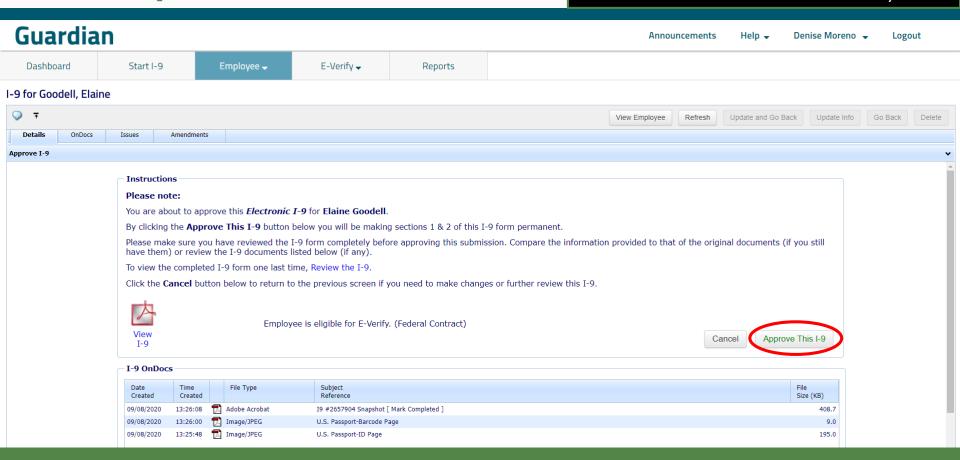
How can a TNC be processed for remote employees?

Guardian provides the ability for a remote employee to access the employee interface for purposes of TNC processing (review and electronic signing of the TNC Further Action Notice). This remote processing is incorporated to the interface workflow. To review this process see tutorial E-Verify: Processing an SSA TNC with a Remote Employee.

Where else can I obtain information about E-Verify requirements for TNC processing?

USCIS has published information regarding DHS TNCs at the following website: http://www.uscis.gov/e-verify/employers/tentative-nonconfirmations

Click **Approve This I-9** to lock and submit the data to E-Verify.



Employees subject to **E-Verify** will be automatically submitted. Processing typically takes 30 seconds or less.

G	u	a	r	d	ia	ın

Dashboard Start I-9 Employee ▼

E-Verify ▼

Reports

E-Verify for: Elaine Goodell



A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number:

E-Verify Summary

Case Status

Status: Processing

Initiated Bv: Denise Moreno

Initiated On: N/A

Employee Information

First Name: Elaine

Last Name: Goodell

Date of Hire: 09/08/2020

Citizenship Status: U.S. Citizen

View More Employee Information

Document Information

Document Type: U.S. Passport or Passport Card

Document Number: 441209749

Document Expiration: 04/06/2027

View OnDocs

Go Back

Guardian

Dashboard Start I-9

Employee 🔻

E-Verify ▼

Reports

A notification may prompt the user to review and verify the correctness of the I-9 information submitted. Hover over the **Continue E-Verify Process** link to proceed.

E-Verify for: Elaine Goodell

0

Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted

Case Verification Number: 2020252214402HJ

E-Verify Summary



Employee Information

First Name: Elaine
Last Name: Goodell

Date of Hire: 09/08/2020

Citizenship Status: U.S. Citizen

View More Employee Information

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: 123456789

Document Expiration: 10/10/2020

Document Type: Social Security Card

Document Number: 132-21-3214

Document Expiration: N/A

View OnDocs

Go Back



Guardian

Information For Review

entry errors before continuing the E-Verify case.

Dashboard Start I-9 Employee ▼ E-Verify ▼ Reports

E-Verify for: Elaine Goodell

Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020252214402HJ

E-Verify requests a review of the I-9 information for the fields included below. Utilize the amendment tool to correct any data

Elaine	Elaine
Goodell	Goodell
06/09/1977	06/09/1977
132-21-3214	132-21-3214
123456789	123456789
OR	OR
	Goodell 06/09/1977 132-21-3214 123456789

Document Information

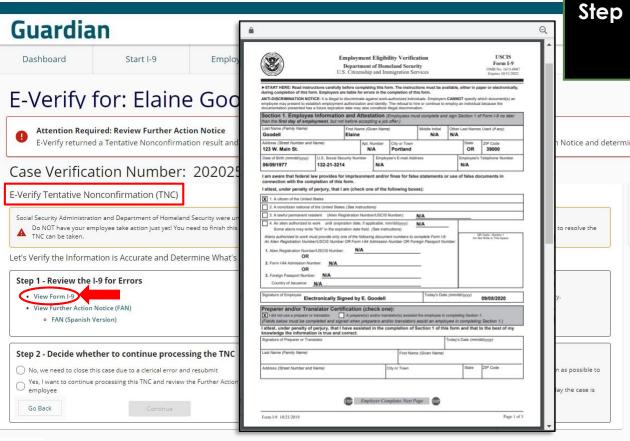
Document Type: Form I-9
View Elaine's Form I-9

You may be prompted to verify submitted information is correct. For more information on correcting typographical errors see the related tutorial.

Once you have verified the submitted information is accurate click **Continue with Case**.

Things You Should Know

- The information received by E-Verify for the fields shown on this page may be correct. An amendment to the I-9 should only be made if a data entry error is identified for the given field.
- When continuing a case, Guardian submits to E-Verify the current I-9 information for the fields shown, including approved amendments.



E-Verify returns a TNC.

Step 1: user clicks the View Form I-9 link and reviews the I-9 for clerical errors.

Notice and determine next steps Things You Should Know This does NOT mean that the employee is not authorized to work. You should take no adverse action based on this status. · Any review of the Further Action Notice with the employee should be done in private.

Guardian Dashboard Start I-9 Employee ~ Reports

Step 1: once the I-9 has been reviewed, user may click the View Further Action Notice (FAN) link to open & review the **FAN** (English or Spanish version).

E-Verify for: Elaine Goodell

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ

E-Verify Tentative Nonconfirmation (TNC)

Social Security Administration and Department of Homeland Security were unable to verify employment eligibility during the initial verification.

Do NOT have your employee take action just yet! You need to finish this process, have your employee sign the TNC notice, and complete the E-Verify referral process before any action to resolve the

Let's Verify the Information is Accurate and Determine What's Next



Step 2 - Decide whether to continue processing the TNC

- No, we need to close this case due to a clerical error and resubmit
- Yes, I want to continue processing this TNC and review the Further Action Notice with my employee

Go Back

Notifying the Employee

- . If the information submitted to E-Verify is correct, notify the employee as soon as possible to continue the TNC process.
- . The employee will have 8 federal working days to take action, beginning the day the case is referred to E-Verify.

Things You Should Know

- This does NOT mean that the employee is not authorized to work. You should take no adverse action based on this status.
- · Any review of the Further Action Notice with the employee should be done in private.





Further Action Notice

Tentative Nonconfirmation (TNC)

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

Goodell, Elaine		132-21-3214		
Employee's Last Name,	First Name	Employee's Social Security Number		
		6/1977		
Employee's A-Number 09/08/2020 Date of Tentative Nonconfirmation		Employee's Month/Year of Birth		
		2020252214402HJ		
		Case Verification Number		
Reason for this Notice:		number entered in E-Verify is not valid according to Social S TNC. The information entered for this employee did not		

Your employer, Lext-ops / Dev dent company participates in E-Verify, E-Verify compares the information that you provided on your Form 1-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

Why you received this notice:

You received this Further Action Notice from LawLogix Dev client company because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS and SSA currently have for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your

information may not have matched – you can read more about these reasons online www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview.

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States,

What you need to do:

- Review your information at the top of this page. Lot LewLogix Dev client company know if there are
 any errors. Your employer will be able to close this case and input your information in E-Verifty again
 with the correct information, hopefully resolving this case. If your information is correct, move to step
- Decide if you want to take action to resolve this case. If your information above is correct, then you can choose to take action to correct your record so that DHS and SSA records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

1 | Further Action Notice – SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov





For information on employee rights and responsibilities, www.e-verify.gov/employees/employee-rights and-responsibilities.

Taking action to resolve a case:

You have 8 Federal Government working days to take action (visit an SSA field office AND contact DHS) from the date your employer sends your case in E-Verify, Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA and contact DHS.

Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA card center, you are required to visit the Card Center. To locate an SSA office, visit www.socialsecurity.gov/locator, or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA, Tell SSA that you have an E-Verify issue,

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, not photocopies:

- · Proof of your age: a birth certificate or passport
- · Proof of your identity: a driver's license or passport
- . Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- Proof of a U,S, citizenship or work-authorized status:
 - o If a U,S, citizen a Naturalization Certificate, U,S, public birth certificate, or U,S, passport, or
 - If you are not a U.S. citizen a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing workauthorized status.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter,

Contact your State Motor Vehicles Agency (if instructed by DHS):

If you provided your employer a state driver's license or state identification card and DI resolve your case, you may need to contact the state motor vehicles agency that issue license or state identification card.

To check on the status of your case, visit myE-Verify at https://myeverify.uscis.gov/

2 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19



Report Discrimination

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY:800-237-2515), For more information, visit IER's website at www.justice.gov/ier.

The FAN will provide a reason for the TNC. Employer and employee must review the FAN, although only the employee is required to sign it.

Guardian Dashboard Start I-9 Employee ▼ E-Verify ▼ Reports

Step 2 allows the employer to indicate whether the case will be closed due to a clerical error, or if the TNC processing should continue by reviewing the FAN.

Select Yes if continuing to process the TNC.

E-Verify for: Elaine Goodell

9 A

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ



Step 2 - Decide whether to continue processing the TNC

- No, we need to close this case due to a clerical error and resubmit
- Yes, I want to continue processing this TNC and review the Further Action Notice with my employee
 - Process the FAN electronically in person with the employee
 - Provide the employee an access method to review and electronically sign the FAN remotely
 - Review and sign the FAN manually outside of Guardian

Continue

Notifying the Employee

- If the information submitted to E-Verify is correct, notify the employee as soon as possible to continue the TNC process.
- The employee will have 8 federal working days to take action, beginning the day the case is referred to E-Verify.

ot authorized to work. You should take no

the employee should be done in private.

 Guardian

 Dashboard
 Start I-9
 Employee ▼
 E-Verify ▼
 Reports

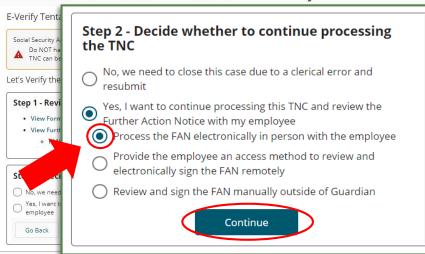
For in-person processing of the TNC, select the option that provides the employee with the in-person access method for employee review and signing of the FAN. Click Continue.

E-Verify for: Elaine Goodell

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ



Notifying the Employee

- If the information submitted to E-Verify is correct, notify the employee as soon as possible to continue the TNC process.
- The employee will have 8 federal working days to take action, beginning the day the case is referred to E-Verify.

ot authorized to work. You should take no

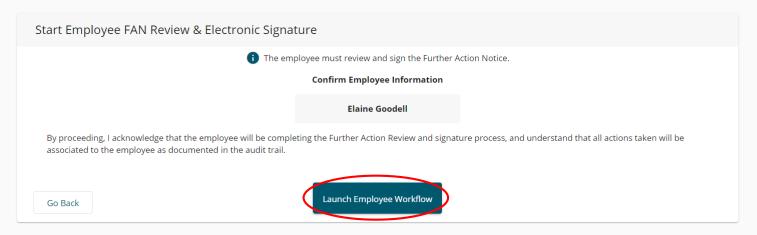
the employee should be done in private.

Guardian

 Dashboard
 Start I-9
 Employee ▼
 E-Verify
 Reports

Click the **Launch Employee Workflow** button to allow the employee to take control of the device to initiate the electronic signature of the FAN.

E-Verify for: Elaine Goodell

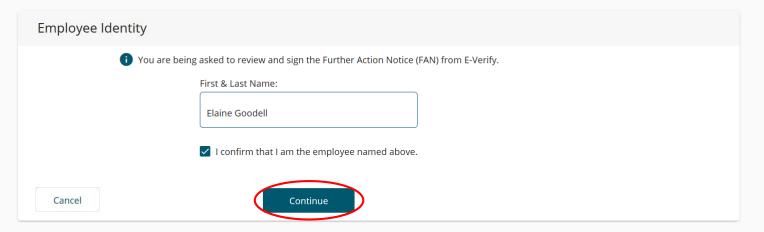


The employee confirms their identity and clicks **Continue**.

Guardian

LawLogix Guardian

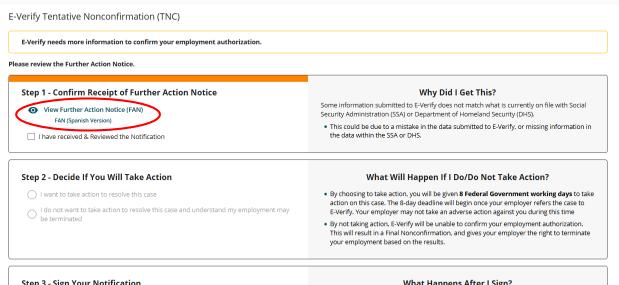
Hello Elaine,



Step 1: Employee reviews the **Further** Action Notice (FAN).

Guardian

Hello Elaine,



Things You Should Know

- · You can keep working until this is resolved.
- No Negative action, such as termination of employment, can be taken against you while you are going through this process.

Step 3 - Sign Your Notification

Note: Your employer will be notified of your decision.

What Happens After I Sign?

After signing the notification, your employer will refer your case to the DHS/SSA to begin the process.

 You will have 8 government days to visit an SSA office, or call the DHS directly, to reach a resolution for the TNC.

Case Verification Number: 2020252214402HI

Employee reviews the TNC FAN.





Further Action Notice

Tentative Nonconfirmation (TNC)

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

Goodell, Elaine		132-21-3214		
Employee's Last Name, First Name		Employee's Social Security Number		
		6/1977		
Employee's A-Number 09/08/2020		Employee's Month/Year of Birth 2020252214402HJ		
				Date of Tentative Nonco
Reason for this Notice:		number entered in E-Verify is not valid according to Social S TNC. The information entered for this employee did not		

Your employer, LawLogic Dev client company , participates in E-Verify, E-Verify compares the information that you provided on your Form 19 (Employment (Eighbilt) Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

Why you received this notice:

You received this Further Action Notice from LawLogix Dev client company because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS and SSA currently have for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your

information may not have matched – you can read more about these reasons online www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview.

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States,

What you need to do:

- Review your information at the top of this page. Lot LewLogix Dev client company know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step
- Decide if you want to take action to resolve this case. If your information above is correct, then you can choose to take action to correct your record so that DHS and SSA records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

1 | Further Action Notice – SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov





For information on employee rights and responsibilities, www.e-verify.gov/employees/employee-rights-and-responsibilities.

Taking action to resolve a case:

You have 8 Federal Government working days to take action (visit an SSA field office AND contact DHS) from the date your employer sends your case in E-Verify, Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA and contact DHS.

Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are required to visit the Card Center, To locate an SSA office, visit www.socialsecurity.gov/locator, or call SSA at 800-772-1213 (TTY: 800-325-

Bring this Further Action Notice when you visit SSA, Tell SSA that you have an E-Verify issue,

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, not photocopies:

- · Proof of your age: a birth certificate or passport
- · Proof of your identity: a driver's license or passport
- . Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- Proof of a U,S, citizenship or work-authorized status:
 - o If a U,S, citizen a Naturalization Certificate, U,S, public birth certificate, or U,S, passport, or
 - If you are not a U.S. citizen a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing workauthorized status.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case,

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter,

Contact your State Motor Vehicles Agency (if instructed by DHS):

If you provided your employer a state driver's license or state identification card and DHS was unable to resolve your case, you may need to contact the state motor vehicles agency that issued your driver's license or state identification card.

To check on the status of your case, visit myE-Verify at https://myeverify.uscis.gov/

2 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov





Please indicate below whether or not you intend to dispute this case,

I choose to: (check one)					
I will take action to resolve this E-Verify case, I understand that I have until to take action. I will not take action to resolve this E-Verify case, I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.					
Employee's Signature		Date			

Report Discrimination

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY:800-237-2515), For more information, visit IER's website at www.justice.gov/ier.

3 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov

Guardian

Hello Elaine,

E-Verify Tentative Nonconfirmation (TNC)

E-Verify needs more information to confirm your employment authorization.

do not want to take action to resolve this case and understand my employment may

Please review the Further Action Notice.

Step 1 - Confirm Receipt of Further Action Notice

View Further Action Notice (FAN)

FAN (Spanish Version)
have received & Reviewed the Notification

Step 2 - Decide If You Will Take Action

want to take action to resolve this case

Why Did I Get This?

Some information submitted to E-Verify does not match what is currently on file was Security Administration (SSA) or Department of Homeland Security (DHS).

 This could be due to a mistake in the data submitted to E-Verify, or missing information in the data within the SSA or DHS.

What Will Happen If I Do/Do Not Take Action?

- By choosing to take action, you will be given 8 Federal Government working days to take action on this case. The 8-day deadline will begin once your employer refers the case to E-Verify, Your employer may not take an adverse action against you during this time
- By not taking action, E-Verify will be unable to confirm your employment authorization.
 This will result in a Final Nonconfirmation, and gives your employer the right to terminate your employment based on the results.

Step 3 - Sign Your Notification

Sign the Notification

be terminated

Note: Your employer will be notified of your decision.

What Happens After I Sign?

After signing the notification, your employer will refer your case to the DHS/SSA to begin the process.

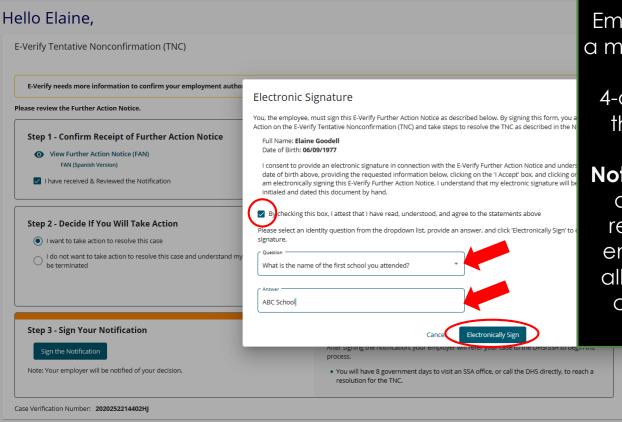
You will have 8 government days to visit an SSA office, or call the DHS directly, to reach a
resolution for the TNC.

Case Verification Number: 2020252214402HJ

Employee clicks the checkbox to confirm receipt of the notification.

Step 2: Employee selects to either **Take Action** or **Not take Action** to resolve the TNC.

Step 3: Employee confirms clicks the **Sign the Notification** button.



Employee agrees to the **Electronic Signature** agreement.

Employee is prompted to provide a memorable answer to a question of their choosing (or enter a 4-digit PIN if enabled) and clicks the **Electronically Sign** button.

Note: responses are not validated and will not be referenced or reused during any subsequent employee signatures. However, all responses are recorded, and can be provided in the event of an audit.

What if the employee chooses not to contest the TNC?

If the employee elects to not contest the TNC then the response is considered a Final Nonconfirmation. The employee may be terminated with no civil or criminal liability as noted in The E-Verify Memorandum of Understanding For Employers (MOU), Article II, Section A - Responsibilities of the Employer (#13).

https://www.e-

verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf

Users may select the appropriate case closure reason on the Close Case tab after notifying E-Verify of the employee's decision.

Employee clicks the Close Employee Workflow Window button and hands the device back to the user.

Guardian

Thank You Elaine,

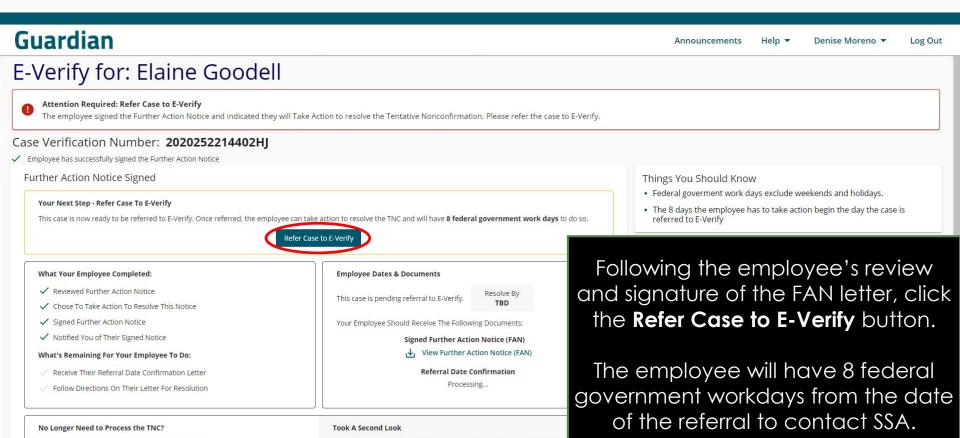


What if the employee is not present?

If the employee is not present and the user wishes to have the employee access the document remotely and electronically sign review the tutorial E-Verify: Processing an SSA TNC with a Remote Employee.

Users may opt to print the TNC notice for wet signature (non-electronic completed outside the Guardian system) by following **Option 2**. In this instance, LawLogix recommends that the completed notice be scanned and uploaded to the employee's **I-9 OnDocs** for retention purposes.

Initiate TNC Referral to SSA



We took a second look at the Further Action Notice and realized we had a

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Close Case

Initiate TNC Referral to SSA

Guardian

Dashboard Start I-9

Employee ~

E-Verify ▼

Reports

E-Verify for: Elaine Goodell



The Employee Has Been Referred To E-Verify

The employee must follow the instructions on the Further Action Notice. Then E-Verify will provide a final determination. Communicate to your empl

Case Verification Number: 2020252214402HI

✓ You have successfully referred this case to E-Verify

Tentative Nonconfirmation Documents

This case has been referred to DHS and SSA on September 9, 2020. To proceed, download the Referral Date Confirmation & the signed Action Notice below.



Ready to Send your employee to resolve this case. Print the following documents and have your employee take them with them who contacting the DHS or SSA office.

Referral Date Confirmation & Signed Further Action Notice



Download/Print Referral Date Confirmation



1 ↓ I Download/Print Signed Further Action Notice

AND/OR

E-mail Your Employee Referral Date Confirmation Letter Is Ready

After the case is referred, the user may download/print copies of the FAN and RDC letters (not required, as the letters are automatically stored in OnDocs within Guardian).

If needed, click the **Email Your Employee Referral Date Confirmation Letter Is Ready** button to send an email prompting the employee to log back in to the employee portal to access the Referral Date Confirmation (RDC) letter.

> noni e-veniy before you take any negative actions on this employee.

Initiate TNC Referral to SSA

Click **Send Email** to prompt the employee to log back in to the employee portal to access the **Referral Date Confirmation** (RDC) letter.



Dashboard

Start I-9

Employe

E-Verify for: Elaine Good



The Employee Has Been Referred To E-Verify

The employee must follow the instructions on the Further.

Case Verification Number: 2020252

✓ You have successfully referred this case to E-Verify

Tentative Nonconfirmation Documents

This case has been referred to DHS and SSA on Septemb Action Notice below.

Ready to Send your employee to resolve this case. Pl contacting the DHS or SSA office.

Referral Date Con





E-mail Your Emi

E-Verify Referral Date Confirmation - Employ

Important: E-Verify Referral Instructions Now Available

To: Egoodell@test.com

Hello Flaine

As discussed previously, E-Verify returned a Tentative Nonconfirmation (TNC) response to us and requires more information to determine your authorization to work in the United States. You have chosen to take action to resolve this item and we have notified E-Verify of your decision

In response, E-Verify has provided a document that provides further instructions and the deadline by which you must take action

Please follow the link below to login to our system and retrieve the documents you will need to resolve this item.

https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/emp/57fa6f62-1551-405d-ab2b-640c96ec57800000003625/RMLNM

Sincerely,

Denise Moreno

Should Know

solve this Tentative Nonconfirmation.

IOT indicate that the employee is not authorized

yee 8 working day time limit has begun.

wait until notification is received on this case fy before you take any negative actions on this

Employee Reviews RDC

LawLogix Guardian

Hello Elaine,

Your Case Summary & Documentation

Your case has been referred to E-Verify. You have 8 government work days to take action on your case.

Referred On 9/9/20

Print the Following Documents To Reference When Taking Action To Resolve This Case:

Signed Further Action Notice View Further Action Notice (FAN)

Referral Date Confirmation

Summary of What You Have Completed

- Reviewed Further Action Notice
- Chose To Take Action To Resolve This Notice
- Signed The Further Action Notice
- Notified Your Employer of Your Decision
- Received Your Referral Date Confirmation Letter

Summary of What You Have Left To Complete

Followed Directions On Your Letter For Resolution

Your Referral Date Confirmation Letter

Your employer has referred your case to E-Verify. Your Referral Date Confirmation letter has been generated.

You will need to print your letter and follow the directions on your letter to resolve your case.

The employee portal will refresh automatically providing the employee with the **Referral Date Confirmation** (RDC) Letter.



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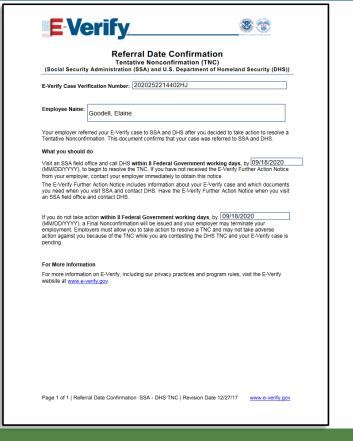
website at www.e-verify.gov.

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify

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Case Verification Number: 2020252214402HJ

Employee Reviews RDC



The **RDC** letter provides instructions for the employee and specifies the deadline by which to take action.

The employee must print copies of both the signed **FAN** letter and **RDC** letter to bring to a local SSA field office.

What is the purpose of the Referral Date Confirmation?

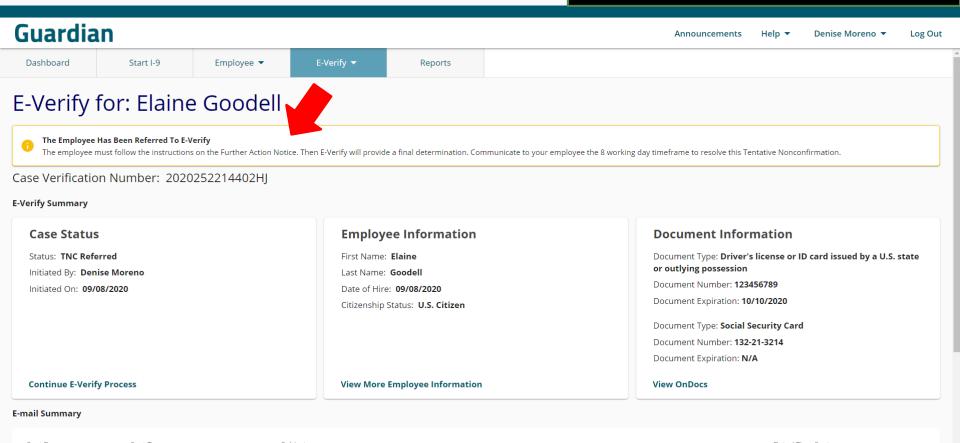
The Referral Date Confirmation provides information about the tentative non-confirmation including the reason for the case result and actions the employee and employer must perform. This letter also includes the E-Verify case number which SSA will utilize to update the case status with E-Verify.

How long does the employee have to visit SSA?

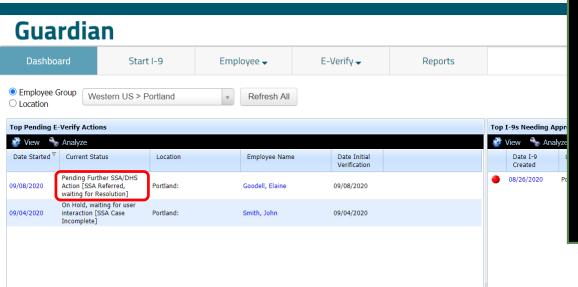
The employee has eight federal government workdays from the date of the referral to visit the field office. The date the employee must visit SSA by is included in the referral date confirmation. An E-Verify final case result of SSA No Show results when the employee does not visit the SSA field office within this time.

Monitoring Case Statues

The case status reflects that the TNC has been referred.



Monitoring Case Statues



The Dashboard is effective for E-Verify Case status updates. The **Top Pending E-Verify Actions** panel reflects the current case status.

Monitor the case status and take action if prompted.

If the employee is eventually confirmed **Work Authorized** no additional action is required.

For Additional Assistance

- Select Help from the top toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.