

## PROVIDER CHECKLIST

(I have done the following):

- Orientation
- Fingerprinting (Live Scan)
- Taken in ID
- Taken in Social Security Card
- Turned in Registry Application (if you want to be added to Registry)
- Taken in Work Permit (if under 18 years of age)
- Sign up for Electronic Timesheets (ETS) on the ESP (Portal)
- Voicemail set up with name
- Set a reminder to check in at least every 60 days (update anytime anything changes)—Registry Only



## WHAT DO I DO WHEN I GET HIRED?

- Complete IP Packet (employer/recipient or Authorized Representative must sign)

\*See Orientation folder or Call Public Authority @ 530 527-2466

- Return IP Packet to Public Authority ASAP

**(THIS MUST BE DONE BEFORE TIMESHEETS MAY BE ISSUED)**

PO Box 1515 Red Bluff CA 96080

310 S. Main St. Red Bluff CA 96080

275 Solano St Corning CA 96080

**\*\*Please return phone calls from recipients, even if you are not interested. Thank you.**