

## NOTICE OF INSTRUCTION

West Central Florida  
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

#120511 – E-Verify Requirements – kp

TO: All Providers/PSA 6  
FROM: Katie Parkinson, Director of Program Management  
DATE: December 5, 2011  
SUBJECT: E-Verify Requirements

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The purpose of this Notice of Instruction is to provide WCFAAA's providers with guidance about the Office of the Governor Executive Order pertaining to verification of employment status. Specifically, this notice addresses compliance with Sections 1 – 4 of Executive Order Number 11-116.

Current Master Contract language references compliance with Executive Order No.11-02, signed January 2011. This order required employment eligibility verification for all persons employed during the term of a contract.

Executive Order Number 11-116, signed May 2011, supersedes Executive Order No.11-02. In accordance with Executive Order Number 11-116, WCFAAA's Master Contract will be amended to reflect the following language. This language ***must be passed through to your sub-contractors:***

“To comply with Presidential Executive Order 12989 and State of Florida Executive Order Number 11-116, Contractor agrees to utilize the U.S. Department of Homeland Security's E-verify system to verify the employment of all new employees hired by Contractor during the contract term. Contractor shall include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-verify system to verify

employment of all new employees hired by the subcontractor during the contract term. Contractors meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.”

Please implement immediate use of the E-Verify system, sign the attached certification form and return the signed form to Phil Hollister, Contracts and Grants Specialist, as soon as possible. Should you have questions, please contact this writer, 813-676-5574. We greatly appreciate your attention to this matter.

Attachment(s):

E-Verify Certification Form  
Executive Order Number 11-116

## Verification of Employment Status Certification

As a condition of contracting with the West Central Florida Area Agency on Aging, Inc., [Name of Agency], hereby referred to as contractor, certifies the use of the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term to perform employment duties pursuant to this Agreement and (b) that any subcontracts include an express requirement that subcontractors performing work or providing services pursuant to this Agreement utilize the E-verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

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Signature

(Same as contract signature)

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Date

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Title

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Company Name

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 11-116

#### (Superceding Executive Order 11-02; Verification of Employment Status)

WHEREAS, Federal law requires employers to employ only individuals eligible to work in the United States; and

WHEREAS, the U.S. Department of Homeland Security's E-Verify system allows employers to quickly verify employee eligibility in an efficient and cost-effective manner.

NOW, THEREFORE, I, RICK SCOTT, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, and all other applicable laws, do hereby promulgate the following Executive Order, to take immediate effect:

**Section 1.** I hereby direct all agencies under the direction of the Governor to verify the employment eligibility of all new agency employees through the U.S. Department of Homeland Security's E-Verify system.

**Section 2.** I hereby direct all agencies under the direction of the Governor to include, as a condition of all contracts for the provision of goods or services to the state in excess of nominal value, an express requirement that contractors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the contract term, and an express requirement that contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Section 3. Agencies not under the direction of the Governor are encouraged to verify the employment eligibility of their new employees utilizing the E-Verify system and to include as a provision of all contracts for the provision of goods or services to the state or subdivision in excess of nominal value, a requirement that contractors and subcontractors utilize the E-Verify system to verify the employment eligibility of all new employees hired during the contract term.

Section 4. This Order supersedes Executive Order 11-02.

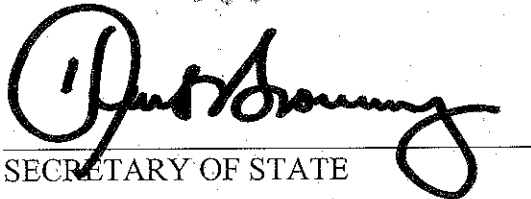
IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 27th day of May, 2011.



GOVERNOR



ATTEST:



SECRETARY OF STATE

2011 MAY 27 PM 5:04  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

FILED