

# Becoming an IHSS Provider in Placer County

## How do I get started?

- If you have been an IHSS Provider in the past – even if in a different county – please call us at 530-889-7115 before continuing, we may be able to expedite your enrollment.
- If you do not have an IHSS recipient who you are currently working for STOP. Please call us at 530-889-7115 to request a Registry application. Do not complete the steps below.
- If you are currently working for a friend or family member who is an IHSS recipient, please read this page, then click the REVA link at the bottom to begin the new provider enrollment process.

## Getting paid - it takes time

There are several steps that must be completed before you receive your first paycheck.

Step 1 – Go to REVA to create your account.

Step 2 – Watch the 6 video segments at your convenience.

Step 3 – Print the Live Scan form and get your fingerprints taken. If you are unable to print the form, we will give you one at your appointment.

Step 4 – Schedule your face-to-face appointment. Scheduling this appointment is completed in your REVA account.

Step 5 – Attend appointment. **Bring your current, valid CA photo-ID (such as a driver's license) AND Social Security Card.** Your name on both of these documents must match. Photocopies are NOT acceptable. If you forget these items or the names do not match, your enrollment and paycheck will be delayed.

Step 6 – At the appointment, you will be given a form that must be signed by the recipient (person you are caring for) and returned.

Step 7 – Once the above steps have been completed and all necessary documents are returned, you will be enrolled as a provider! You will be able to enroll in the Electronic Services Portal (ESP) to complete electronic timesheets at this time.

## Are you ready to become an IHSS Provider?

If you have read the above information and are ready to begin the new provider enrollment process, go to REVA to create your account -- [GO TO REVA](#)

## What happens at my appointment?

An in-person appointment is required to complete your provider enrollment. It will last about 2 hours.

We will:

- Scan your ID and Social Security Card
- Review important IHSS program requirements
- Have you sign forms

This is also **YOUR** time to have questions answered.

## Appointment reminders:

- Arrive on time.
- Do not bring guests, space is limited.
- If you need a translator, contact our office at least 3 days before your appointment.
- If you are under the age of 18, please call our office. Enrollment processes for minors are slightly different.

## Placer County IHSS Enrollment Questions?

Call us at (530) 889-7115

