

IHSS Provider Application Process

What to Expect...



Thank you for choosing to become a care provider with In-Home Supportive Services (IHSS). The role of care provider can be challenging, yet very rewarding. It is an important job to assist someone while ensuring they are able to remain safely in their home.

Below are the general steps needed to become an IHSS care provider.

STEP 1

Complete an IHSS Recipient Designation of Provider form (SOC 426A)

This form asks about the client for whom the provider will be working. The client must be active within the IHSS program and will need to sign the form. The form will be submitted to the office (address below).

STEP 2

Live Scan (fingerprinting)

When the **SOC 426A** form is received and reviewed, an enrollment packet is mailed. It contains Live Scan (fingerprinting) locations and prices. Live Scan results are sent directly to the office. This may take up to 2 weeks, so please complete the Live Scan as soon as possible.

STEP 3

Online Orientation (REVA) Videos

The enrollment packet contains information about the state mandated online orientation (REVA) available at www.ventura.org/human-services-agency/REVA. Providers must set up a free online account to view the six required videos about IHSS and the responsibilities of a care provider. These videos will take approximately an hour to view completely. Once all videos have been viewed, the provider will make a REVA appointment which are usually available within two weeks.

STEP 4

REVA Appointment

Providers will need to bring photo identification and their Social Security card to the REVA appointment and will be asked to provide an electronic signature. Completing paperwork at the office may take up to 30 minutes. The provider will need to take the enrollment packet to the client so the client portion of the enrollment forms can be completed. At the REVA appointment, an appointment for a group orientation will be made.

STEP 5

Group Orientation

Prior to the orientation, providers will return the completed enrollment packet for staff review. English orientations are held every Wednesday from 2 - 3 p.m., and Spanish orientations are from 3 - 4 p.m. Providers will learn how to complete an IHSS time sheet. After the orientation, there will be time for questions.

When the paperwork is complete and the requirements have been met, verification is made by the Social Security Administration and may take up to 10 days. IHSS time sheets will then be sent out and may take 7-10 business days to be received.

Forms are available at: 4245 Market Street, Suite 213, Ventura, CA 93003,
you may also request a form by calling (805) 654-3416 or via e-mail at HSA-PublicAuthority@ventura.org

<http://www.ventura.org/human-services-agency/ihss-public-authority>

