

Immigration Compliance and Reporting Requirements

For Local Education Agencies



Before
we get started..

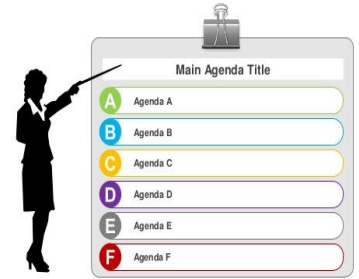
Let's see
what you
know....



Let's Play
Kahoot IT



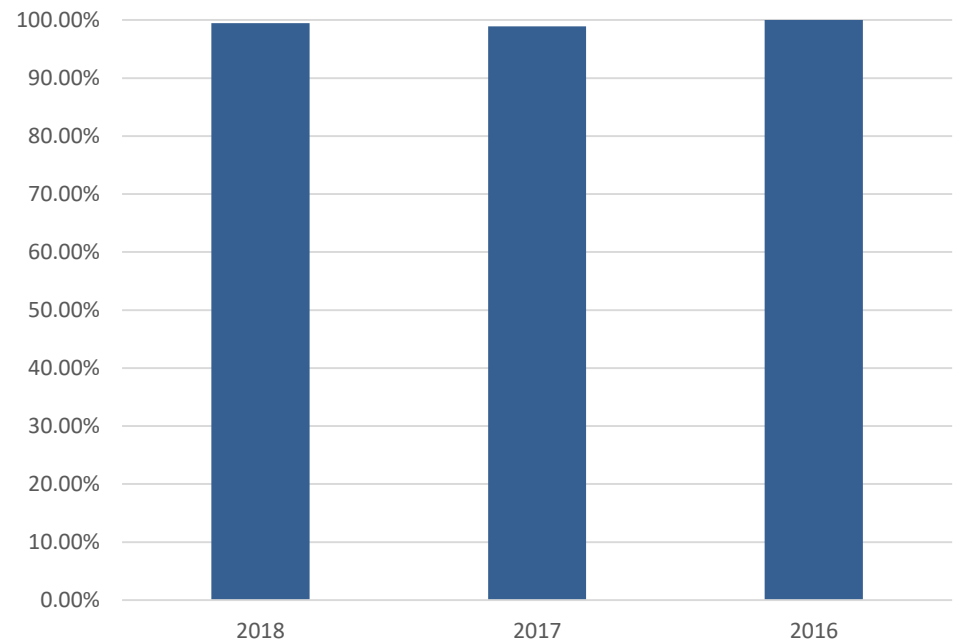
Agenda





- Compliance Statistics
- Analytics
- Compliance Requirements
- Reporting Requirements
- Reporting System
- Resources
- Q&A

Thank you
for your
efforts to
comply with
reporting
requirements.

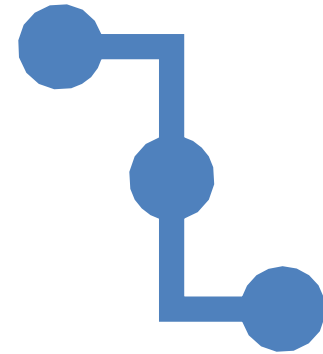
Submission of Reports



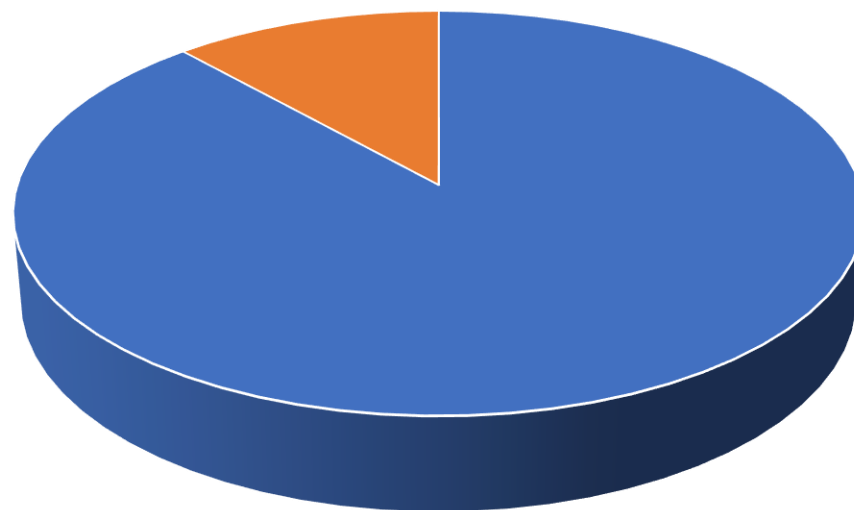


We did some
analytics

And this is what we found...



88% of LEAs Reported Doing Business with Vendors that Fell Under Title 13 Requirements



- LEA's Submitted Information
- LEA had nothing to Submit

Examples
of....

Expenses
Reported
by LEAs
that had
“Nothing to
Report”

Expenses with Law Firm

Consulting Services

Electrical Services

Land Surveyors

Tree Surgeon

Body Shop

Engineering Services

IT Services

Construction Company Services

Waste Management Services

Roofing Company Services

What is the Takeaway?

The LEAs are doing a great job of submitting their immigration reports.



Increased Emphasis is needed to assess what needs to be reported.

Title 13

Compliance Requirements



Two Public Employer Requirements under O.C.G.A. §13-10-91

- must register and participate in the federal work authorization program to verify employment eligibility of all new hires.
- May not enter into a contract for the “physical performance of services” unless the contractor registers and participates in the federal work authorization program.



Verification of New Hires



Use E-Verify to confirm employment eligibility of all new hires.



Complete verification process within 3 days of a person's employment.



Will receive results within 24-36 hours of verification request.



E-Verify administered by the U.S. Customs and Immigration Service. website is: <https://www.uscis.gov>.

Contractor Verification

- A public employer cannot enter into a contract for the ***physical performance of services*** unless the contractor registers and participates in the Federal Work Authorization Program.

Federal Work Authorization Program is commonly referred to as: E-Verify!

Physical Performance of Services

- Defined as...the performance of labor and services using a bidding process or by contract wherein the labor or services exceed \$2,499.99.
 - Includes routine operation, repair, and maintenance of existing structures;
 - Includes services needed for normal operations.

Per the Attorney General....
A Purchase Order is a Contract.

Exceptions



Individual licensed pursuant to Title 26 or Title 43 of OCGA or by the State Bar of Georgia



Contracts between two public employers

Documenting Contractor Compliance

- Obtain a notarized affidavit that states...
 - The contractor uses the federal work authorization program
 - The contractor will continue to use program for duration of contract
 - E-Verify number and date of authorization
- Affidavit required even if contractor only has one employee

Locate Affidavit at:

http://www.audits.ga.gov/NALGAD/section_3_affidavits.html

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

Example of Affidavit

Retained for 5 years

New affidavit required each time you contract with a vendor

Obtain affidavit in advance of awarding the bid

Contractors must obtain similar affidavits from sub-contractors
(must be submitted to public employer within 5 days of receipt)

Affidavits

Contractors with No Employees

Would not have E-Verify Number

Affidavit not required

Entities must still verify eligibility to work in the
United States

Verify through Driver's License or
State ID

AG's Office maintains list of states
that verify eligibility through its
driver's license process.

Statewide Contracts

For statewide contracts, DOAS obtains E-Verify Number and affidavit.

Entities can use information obtained by DOAS.

E-Verify Affidavit located in TGM (within the attachments)

Entities must still include on annual report.

Title 13

Reporting

Requirements



Title 13 Reporting Requirements

Requirements outlined
in O.C.G.A. §50-36-4
(d) (2) and (3).

Reports due no later
than December 31st of
each year.

Reporting period is
December 1 –
November 30.

System will open on
November 1st.

Include every
contractor hired that
meets the definition of
*“physical performance
of services.”*

Every entity must submit a
report, even if they have
no contracts defined as
“physical performance of
services.”

Report Must Include...

1

- Name and Address of Contractor

2

- Yes/No Response of Whether Contractor Must Submit E-Verify Number

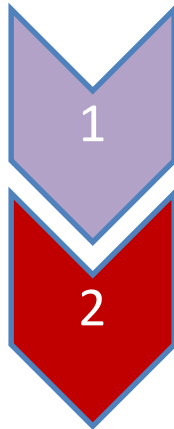
3

- E-Verify Number if Required

4

- Date of Contract

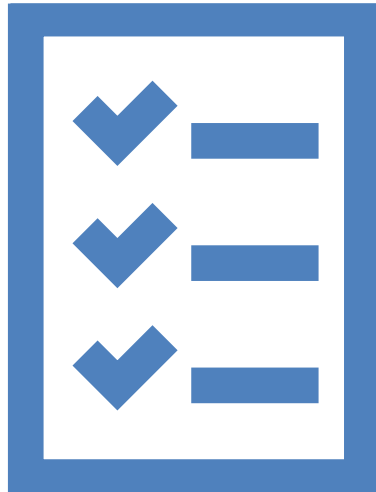
Requested Optional Information

- 
- Contract Number
 - Contract Amount

Example of File Layout

Name of Contractor	Contractor Address	City	State	Zip Code	Contractor E-verify #	Exempt	Date of Contract	Contract Number	Contract Amount
The Tree Service	20 North Rd	Decatur	GA	30030		Y	5/4/2013	21345	3500.00
A Good Company	123 Dover St	Destin	FL	32147	78544	N		12	45000.00
XYZ Company	44 Right way	Albany	GA	39999	11235	N		25	7800.00
John Doe	PO Box 222	Savannah	GA	31417		Y		99	100000.00

Tips to Facilitate Title 13 Reporting...



- Plan Ahead
 - Know what account codes may involve services to be reported
 - Have a process for identifying vendors at the front-end
 - Have a process in place for gathering/storing affidavits
- Review completed affidavits to ensure they are complete and E-Verify Number meets criteria
- Keep a spreadsheet throughout the year to include information that needs to be reported.

Filing Your Annual Report



www.shutterstock.com · 182293241

Collection System




- DOAA uses a web-based system to collect reports.
- Access system at:
<https://www.audits.ga.gov/auth>

Collection System - Points to Remember



Login/Account Creation Process



Department of Audits and Accounts Portal

Already Registered?

Password

SIGN IN

[Forgot Password?](#)

Create an Account

First Name Last Name

Phone Number

Email

Re-Enter Email

Manager Email

Password

Re-Enter Password

CREATE AN ACCOUNT

Your user name is your e-mail address.










Application Link



Department of Audits and Accounts Portal

Home


Below are the applications you currently have access to. Click the tile to enter the system.

  Immigration and Reform Act Collection System  The Immigration and Reform Act Collection	  Salary And Travel Submissions  Salary And Travel Submissions	  Architectural and Engineering Collection System  The Architectural and Engineering Collection	  DOAA File Collection System  DOAA Audit File Collection System	  NPO Contract Data Submissions  NPO Contract Data Submissions	  Expenditures of Federal Awards  Expenditures of Federal Awards	  TIGA - Payments And Obligations Submission  Open GA Data Collection Application	  Findings Collection System  Findings Collection System for Reporting
--	---	--	---	--	---	--	---


To request access to an application click the tile below. Once you have access it will appear in the area above.

You have access to all applications

Immigration Collection System





Immigration & Reform Act Collection System




[Home](#) | [Exit](#)

Select Organization: Audits and Accounts, Department of ☐

Submission Period: 2018 ☐

 [Instructions](#)  [FAQ](#)  [Contact](#)

Please select from the following sections to begin:

		Status
	Section 1 ① Please Enter / Confirm your E-Verify # <input type="checkbox"/>	Need Response
	Section 2 ① Title 13: E-Verify Contractor Reporting <input type="checkbox"/>	Need Response
	Section 3 ① Title 36-60-6: Issuance/Renewal of Business Licenses <input checked="" type="checkbox"/>	Not Required
	① Title 36-80-23: Sanctuary Policy <input type="checkbox"/>	Need Response
	Section 4 ① Title 50: Public Benefit Reporting <input type="checkbox"/>	Need Response

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

Section 1 – Confirm Entity E-Verify Information

The screenshot shows a web application titled "Immigration & Reform Act Collection System". At the top, there is a navigation bar with "Home" and "Exit" links. Below this is a header section with a "Select Organization:" dropdown menu set to "Audits and Accounts, Department of" and a "Submission Period:" dropdown menu set to "2018". There are also links for "Instructions", "FAQ", and "Contact". The main content area contains a prompt: "Please provide / confirm an E-Verify number and authorization date for your organization:". Below this prompt are two input fields: "E-Verify Number:" with the value "46249" and "Authorization Date:" with the value "06/28/2007". A checkbox is present with the text "Organization does not meet the criteria established by the Department of Homeland Security to obtain such number:". At the bottom of the form is a "Confirm" button with a green checkmark icon. A large blue arrow points to the "Confirm" button. The footer contains technical support contact information: "For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov".

Immigration & Reform Act Collection System

Home | Exit

Select Organization: Audits and Accounts, Department of

Submission Period: 2018

Instructions | FAQ | Contact

Please provide / confirm an E-Verify number and authorization date for your organization:

E-Verify Number: 46249

Authorization Date: 06/28/2007 Format(mm/dd/yyyy)

Organization does not meet the criteria established by the Department of Homeland Security to obtain such number: ☐

Confirm

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

This information will be pre-populated. Just verify and hit “confirm.”

Section 2 – Contractor Report

The screenshot shows a web application interface for the Immigration & Reform Act Collection System. The header features a banner with the word "CONTRACT" and an image of a handshake. Below the banner is a navigation bar with "Home" and "Exit" links. The main content area includes a "Select Organization" dropdown menu set to "Audits and Accounts, Department of" and a "Submission Period" dropdown menu set to "2018". There are also links for "Instructions", "FAQ", and "Contact". The main heading is "Title 13: E-Verify Contractor Reporting -- Step 1 of 3". The question asks if the user entered into any contracts for the physical performance of services as defined in OCGA 13-10-90? during the reporting period (Dec 1, 2017 through Nov 30, 2018). The user has selected "No". A "Next" button is visible at the bottom of the form.

Immigration & Reform Act Collection System

Home Exit

Select Organization: Audits and Accounts, Department of

Submission Period: 2018

Instructions FAQ Contact

Title 13: E-Verify Contractor Reporting -- Step 1 of 3

During the reporting period (Dec 1, 2017 through Nov 30, 2018) did you enter into any contracts for the physical performance of services as defined in OCGA 13-10-90?

Yes ☐ No ☐

Next

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

If Entity Responds “No”

If an agency does not have any contracts that meet the definition of “physical performance of services,” the agency must report that in the system.

CONTRACT

Immigration & Reform Act Collection System

Home Exit

Select Organization: Audits and Accounts, Department of Submission Period: 2018

Instructions FAQ Contact

Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: Started

Your organization has not entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2017 through Nov 30, 2018).

Edit Response for This Question

Based on your answers, you are not required to submit any data for this reporting period.

Please confirm your answers are correct and press "Nothing to Submit" to complete the process.

Nothing to Submit

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

If Entity Responds “Yes”

- There are two ways to enter contractor information:
 - Upload a CSV file or
 - Directly enter data into the system.

The screenshot shows the 'Immigration & Reform Act Collection System' interface. At the top, there's a banner with the title and a background image of a handshake and a document labeled 'CONTRACT'. Below the banner is a navigation bar with 'Home' and 'Exit' links. The main content area has a 'Select Organization:' dropdown menu set to 'Audits and Accounts, Department of' and a 'Submission Period:' dropdown menu set to '2018'. Below these are links for 'Instructions', 'FAQ', and 'Contact'. The main heading is 'Title 13: E-Verify Contractor Reporting -- Step 2 of 3'. There are two options for data entry: 'Option 1 : Upload a file:' and 'Option 2 : Directly Input your data into the system :'. Option 1 includes a 'Please select a file:' label, a file selection input, a 'Browse...' button, and an 'Upload' button. Option 2 includes an 'Add Record' button. A 'Back' button is located at the bottom of the form area. The footer contains technical support contact information: 'For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov'.

Immigration & Reform Act Collection System

Home Exit

Select Organization: Audits and Accounts, Department of Submission Period: 2018

Instructions FAQ Contact

Title 13: E-Verify Contractor Reporting -- Step 2 of 3

Option 1 : Upload a file:

Please select a file:

Browse...

Upload

OR

Option 2 : Directly Input your data into the system :

Add Record

Back

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

Automatic Upload Into System

Option 1 : Upload a file:

Please select a file:



Direct Entry of Information into System

Immigration & Reform Act Collection System

Home | Exit

Select Organization: Audits and Accounts, Department of [v] Submission Period: 2018 [v]

Instructions FAQ Contact

Title 13: E-Verify Contractor Reporting -- Step 2 of 3

Add New E-Verify Contractor Report Record ⓘ

Legal Name of Contractor *

E-Verify Number * ⓘ Exempt ☐ ⓘ

Legal Address of Contractor *

City * State * Zip *

Contract Number ⓘ

Contract Date * ⓘ Contract Amount 0.00 ⓘ

Save Cancel

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

Your Data – In Working Form













Browse Screen:

Once you input or upload data, you will be able to look at your records (10 per page) on the screen.

Title 13: E-Verify Contractor Reporting -- Step 2 of 3 Current Status: Started

Page 1 of 1 out of 4 records.

Name: Error Category:

Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount
  A Good Company	78544	No		12	\$45,000 
  John Doe		Yes		99	\$100,000 
  The Tree Service		Yes	5/4/2013	21345	\$3,500 
  XYZ Company	11235	No		25	\$7,800 



Information is Valid



Information is invalid and should be corrected before you confirm.

Your Data - Finalized

Green flags indicate information meets all validation checks.

Organization: Audits and Accounts, Department of Submission Period: 2018

Submission Period: 2018

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2017 through Nov 30, 2018).

Name:

E-Verify:

Error Category: - Choose Error Code -

Filter

Clear

66 total record(s)

1

2

3



















4

5

6

7

Next

Name	E-Verify Number	Exempt	Date of Contract	Contract Number	Contract Amount
  20-20 Services LLC	1241344	No	06/30/18	25563	\$6,750.00
  20-20 Services LLC	1241344	No	08/21/18	25650	\$3,750.00
  20-20 Services LLC	1241344	No	10/10/18	25679	\$8,160.00
  20-20 Services LLC	1241344	No	11/28/18	25708	\$7,692.74
  Alivia Capital, LLC	774328	No	01/24/18	25409	\$25,000.00
  American Cleaning Corp	460589	No	07/11/18	25578	\$2,892.00
  Automotive Rentals Inc.	714060	No	07/11/18	25577	\$2,949.84
  Becker Professional Development Corporation	16506	No	07/23/18	25611	\$18,100.00
  CDWG LLC	109477	No	02/20/18	25425	\$23,561.20

Summary Page

Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: Started 

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2012 through Nov 30, 2013).

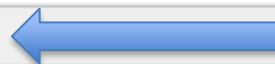
Edit

You have input a total of **2** record(s) for Title 13.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

 Back


 Confirm




Summary Page

Select Organization: Audits and Accounts, Department of

Submission Period: 2017

 Instructions

 FAQ

 Contact

Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: Confirmed 

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2016 through Nov 30, 2017).

You have input a total of **40** record(s) for Title 13.

The process for Title 13 section has been **completed** by **Shannon Horner** on **12-08-2017 8:32 AM**.

If you clicked "Confirm" by mistake, please contact ImmHelp@audits.ga.gov for assistance.

Back

Home

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

Other Reporting Requirements



Confirm E-Verify
Number



Public Benefits
Report



Sanctuary Policy

Need Resources?



Greg S. Griffin
State Auditor

“Integrity, Independence, Initiative and Accountability”

The Department of Audits and Accounts exists to provide decision-makers with credible management information to promote improvements in accountability and stewardship in state and local government.



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Career Opportunities

Find out what positions are available and what it is like to work for this dynamic organization.



Information/Resources

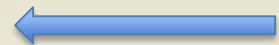
Look here to find guidance if you are being audited, or if you need more information about our audit processes.

► [Illegal Immigration and Enforcement Act](#)
► [Award of Distinction](#)




Contact Us

Need more information? Access this section for key contact information for our various programs and services.



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State Government Resources

Local Government Resources

Other Resources

Home / Information/Resources / Other Resources


Illegal Immigration Reform and Enforcement Act

Important information and News

- Audits and Accounts cannot provide legal advice or legal assistance
- **SUBMITTING REPORT- The Immigration and Collection System is now open, please see FAQ and INSTRUCTIONS for help.**
- The submission system spreadsheets will no longer be accepted
- Download our quick reference sheet



Reporting Requirements and Resources




Contact



Frequently Asked Questions




Information about Reform Act



Enforcement Review Board Information



Submission Instructions and Videos



Need
Assistance?

FAQ Page

Submission Instructions

Guidance from the
Attorney General

immhelp@audits.ga.gov



**Georgia Attorney
General's Office**

<https://law.Georgia.gov/resources/immigration-reports>



**Georgia Municipal
Association's
Guidebook**

<https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/Immigration-Mandates-on-Municipalities.aspx>



**Department of
Homeland Security –
Information Regarding
E-Verify**

<https://www.e-verify.gov>



**Department of
Homeland Security –
Information Regarding
SAVE**

<https://www.uscis.gov/save>

Outside Resources

My Contact Information

Carol Schwinne

Director of Administration

Department of Audits and Accounts

Schwinne@audits.ga.gov

404-463-2670



Thank you!

Any questions?

