

I-9 Process & Form Auditing

Immigration and Customs Enforcement (ICE) workplace investigations have quadrupled over recent years and are expected to increase each year. Recent events in the news and the activities of ICE continue to amplify the need for employers to be conscientious of the compliance risks associated with mismanaging Federal Form I-9s. Aside from the high-profile raids of employment sites, the warning signs and risks prevail:

- A surge in No-Match Letters sent to employers
- ICE continues to increase the staff of Junior Compliance Officers for audit enforcement
- ICE announced a target focus on the following industries: staffing, manufacturing, hospitality, agriculture, food processing, and construction
- Employers cannot buy insurance coverage to protect them from fines charged for violations found in the inspection, OR TO COVER THE COST OF DEFENSE for being audited!

“Conducting an I-9 Audit is the only way to minimize your overall financial liability for an ICE Inspection!”

Once employers receive a notice of inspection from ICE, they cannot make any corrections and only have three days to provide all requested forms. Violations are identified with the total penalty amount being the sum of the following three:

1. Knowingly hire or continuing to employ unauthorized workers
 - a. Penalty amounts can range from **\$573 to \$20,130 per unauthorized worker**
2. Improper completion of the I-9 form
 - a. Penalty amounts for documentation errors can range from **\$230-\$2,292 per error, fined per form**
 - b. *Average of 42% of all I-9's contains more than one error*
3. ICE Auditors can add an enhancement penalty to the total sum of up to an additional 25%.

Conducting an I-9 Audit and making applicable corrections to errors found, putting measures to ensure your I-9 process is compliant, and training those who administer your I-9 process is the only way to minimize your overall financial liability for an ICE Inspection!

HRD Advisory Group and KO Business Solutions team up to provide I-9 Audit and Compliance Training Services

HRD works with HR teams and business leaders; offering the following suite of process assessment, form audit, compliance training, and risk mitigation services:

1. SELF I-9 AUDIT TRAINING & PROCESS ASSESSMENT:

- Assess your current process for administering and maintaining I-9 forms to identify non-compliant practices that leave you exposed then provide best practice recommendations to ensure you have an efficient and compliant process.
- Audit a statistically creditable sample of existing I-9 forms to identify the overall state and projected violation risks of current I-9s susceptible to an ICE Inspection.
- Training your staff on I-9 compliance and how to complete a Self-Audit of the remaining forms and process for making Form I-9 corrections.

2. FULL I-9 AUDIT, RISK MITIGATION, & PROCESS ASSESSMENT

- Assess your current process for administering and maintaining I-9 forms to identify non-compliant practices that leave you exposed then provide best practice recommendations to ensure you have an efficient and compliant process.
- Collect and audit ALL active and terminated I-9 forms so error's can be identified and corrected. Organize all forms to follow an efficient and compliant process so forms can be easily located and collected in the event of an ICE inspection.
- Provide onsite direction and coordination with form corrections following the audit.
- Train your staff on I-9 requirements and administrative best practices to sustain a compliant process moving forward

3. ICE INSPECTION SERVICE:

- Provide a team for immediate assistance to Identify active and terminated I-9 forms subject to an initial ICE Notice of Inspection request,
- organize all I-9 forms, locate forms subject to the inspection, and audit each form (for legal awareness) before handed over.
- Once forms subject to ICE investigation are submitted, we will conduct all services available under Full Audit for all remaining I-9

forms so that corrections can be made in the event ICE expands the inspection to the remaining forms.

In conjunction with the compliance oversight and training provided by HRD, the workforce management team at KO Business Solutions has developed an experienced team of Project Managers and Auditors to support the large-scale efforts of HRD. To find out more about how we might be able to assist you, please contact:

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