



# Policy: PR014 – E-Verify Compliance and Employment Eligibility Verification for Transportation Providers

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## Purpose

To ensure all transportation providers contracted by WellTrans comply with federal and state employment eligibility verification laws, including Indiana Code § 22-5-1.7-11, by utilizing the E-Verify program and attesting to the employment eligibility of each employee. This policy also outlines procedures for random audits to promote accountability and legal compliance.

## Scope

This policy applies to all transportation providers and their subcontractors who are contracted to provide services on behalf of WellTrans and utilize employees or independent contractors to perform those services.

## Policy

### 1. **Mandatory E-Verify Use**

All transportation providers must be enrolled in and actively use the **E-Verify** program, operated by the U.S. Department of Homeland Security, to verify the legal work status of each employee performing services under a contract with WellTrans.

### 2. **Compliance with Indiana Code § 22-5-1.7-11**

Transportation providers are required to comply with **Indiana Code § 22-5-1.7-11**, which prohibits the employment of unauthorized aliens and mandates the use of E-Verify for all new hires.

### 3. **Employee Attestation Requirement**

Providers must complete a written **attestation** for each employee performing services under the contract, affirming that:

- The individual has been verified through E-Verify
- The provider is in full compliance with Indiana Code § 22-5-1.7-11

### 4. **Recordkeeping Obligations**

Each provider must maintain documentation for every employee or contractor assigned to WellTrans services, including:

- Full name of the employee
- Date of hire
- E-Verify confirmation number
- Signed attestation by the provider or authorized representative

These records must be readily accessible and provided to WellTrans upon request.

### 5. **Random Audits**

WellTrans reserves the right to conduct **random audits** of transportation providers to:



- Confirm appropriate use of the E-Verify system
- Review employee attestations and any supporting documentation
- Ensure compliance with Indiana Code § 22-5-1.7-11

Providers must fully cooperate with audits and submit requested records within **five (5) business days**.

**6. Enforcement and Penalties for Non-Compliance**

Failure to comply with this policy may result in:

- Suspension or termination of the provider’s contract with WellTrans
- Withholding of payment
- Notification to regulatory or law enforcement authorities, where applicable

## Responsibilities

- **Transportation Providers**  
Ensure all employees are E-Verified, complete and maintain attestations, and respond promptly to audit requests.
- **WellTrans Compliance and Contract Management Team**  
Monitor adherence to this policy, perform random audits, and enforce compliance measures when necessary.

## Acknowledgement Requirement

**All transportation providers and employees of the transportation provider must sign an Acknowledgment of Compliance confirming they have read, understood, and agree to follow this policy. This signed form must be submitted prior to the execution or renewal of any contractual agreement with WellTrans.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Transportation Provider Name: \_\_\_\_\_

Transportation Provider Management Signature: \_\_\_\_\_

Name and Title of TP Management: \_\_\_\_\_

Date: \_\_\_\_\_