How to Become an IHSS Provider

There are certain steps you must follow to become a provider in the IHSS Program.

1. Go to an IHSS Program Provider Orientation given by the county. Here you will learn important information about the program and the requirements for you to follow as a provider. At the orientation you will receive IHSS specific fingerprinting documents and information about general fingerprinting costs.

2. Complete and sign the IHSS Program Provider Enrollment Form (SOC 426) and return it in person to the County IHSS Office or IHSS Public Authority.

3. Complete and sign the Provider Enrollment Agreement (SOC 846). This is the agreement that ALL IHSS providers are required to complete and sign. By signing the SOC 846, you are saying that you understand and agree to the rules and requirements for being a provider in the IHSS Program, including the rules regarding overtime and travel time limitations.

4. Get fingerprinted and go through a criminal background check by the California Department of Justice.

Additional Steps that Must Be Completed in Certain Circumstances

A. For providers whose recipient has multiple providers:
   - The Recipient/Provider Workweek Agreement (SOC 2256) helps recipients with multiple providers make a work schedule. You will need to sign this form if you work for a recipient who has multiple providers. It keeps track of the number of hours each provider will work for the recipient each workweek. The total number of hours in the workweek agreement must not exceed the recipient’s maximum weekly hours.

B. For providers who work for multiple recipients:
   - The Provider Workweek and Travel Time Agreement (SOC 2255) helps providers who work for multiple recipients make a work schedule, including travel time.
   - Providers who work for multiple recipients may not exceed 66 hours per workweek. The maximum travel time of 7 hours per workweek is separate and is not included in the 66-hour limitation.

Note: Remember to update the SOC 2256 and SOC 2255 should circumstances on either form change.
Once you have completed these steps and have been approved by the county or Public Authority to be an IHSS provider, you will continue to be eligible to provide services for any IHSS recipient as long as:

- You are an active provider.
- Your criminal background check remains clear.
- You do not receive overtime or travel time violations that result in your suspension from the program.