

August 9, 2023

I-9 Verification

By August 30, 2023, employers must complete an in-person physical document inspection for employees whose I-9 documents were inspected remotely. The U.S. Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced that employers will have 30 days to reach compliance with I-9 requirements after the COVID-19 flexibilities sunset on July 31, 2023.

Employees hired on or after March 20, 2020, during the COVID-19 pandemic are subject to the in-person physical inspection of identity and employment eligibility documents mandated by the U.S. Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE). **Failure to do so may require Riverside Community College District to terminate employment.**

In an effort to support our employees through this process, we are offering I-9 Verification drop-in sessions. You will have an opportunity to provide documentation from the [Lists of Acceptable Documents](#) to a Human Resources & Employee Relations (HRER) representative. You do not need to schedule an appointment. We have set up the following dates and times.

Schedule for I-9 Verification Drop-In Sessions Updated

Week of	Moreno Valley College	Norco College	Riverside City College	District Office
July 31 st	Date: 08/01/23 Location: SAS-101 Time: 7:00am-5:30pm	Date: 08/02/23 Location: OC-116 Time: 7:00am-6:00pm	Date: 08/03/23 Location: CAK-202Q Time: 7:00am-5:30pm	Dates: 07/26/23 – 8/11/23 Monday – Thursday Location: HRER Lobby (2 nd floor) Time: 7:30am-5:30pm
August 7 th	Date: 08/08/23 Location: SAS-101 Time: 7:00am-5:30pm	Date: 08/09/23 Location: OC-116 Time: 7:00am-6:00pm	Date: 08/10/23 Location: CAK-202Q Time: 7:00am-5:30pm	
August 14 th	Date: 08/15/23 Location: SAS-101 Time: 7:00am-10:30am and 1:00pm-5:30pm	Date: 08/18/23 Location: OC-116 Time: 7:00am-5:00pm	Date: 08/17/23 Location: CAK-202Q Time: 7:00am-5:30pm	Dates: 08/14/23 – 8/30/23 Monday – Thursday Location: HRER Lobby (2 nd floor) Time: 8:00am-5:00pm
August 21 st	Date: 08/21/23 Location: SAS-101 Time: 7:30am-4:30pm	Date: 08/22/23 Location: OC-116 Time: 7:00am-6:00pm	Date: 08/24/23 Location: CAK-202Q Time: 7:00am-5:30pm	
August 28 th	Date: 08/30/23 Location: SAS-101 Time: 7:00am-Noon	Date: 08/29/23 Location: OC-116 Time: 7:00am-6:00pm	Date: 08/28/23 Location: CAK 202Q Time: 7:00am-5:30pm	

Additional Resources:	For Questions Please Contact:
Form I-9 Acceptable Documents USCIS Questions and Answers Related to COVID-19 USCIS Complete and Correct Form I-9 USCIS Handbook for Employers M-274 USCIS Form I-9 Related News USCIS	Moreno Valley College - Silvester Julienne (951) 571-6279, Silvester.Julienne@rccd.edu Norco College - Graciela Caringella (951) 739-7801, Graciela.Caringella@rccd.edu Riverside City College - Danielle Sanders (951) 328-3703, Danielle.Sanders@rccd.edu District Office - Claudia Jones - (951) 222-8595, Claudia.Jones@rccd.edu