

INTRASTAFF
JOHNS HOPKINS MEDICAL MANAGEMENT CORP.
POLICY AND PROCEDURE MANUAL

E-VERIFY

Intrastaff has set forth the following procedures for confirming each new employee's Form I-9 with the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), through the E-Verify service. Intrastaff is committed to following the established requirements of the E-Verify system. This process is done once an employee is offered a position and the employee and employer have completed the I-9. This must be entered into the E-Verify system within 3 days of employment.

The following information is submitted to E-Verify from the employee's I-9 form:

- The employee's name and date of birth
- Social Security Number (SSN)
- Citizenship status he or she attests to
- An Alien number or I-94 number, if applicable
- The type of document provided on the form I-9 to establish work authorization status
- Proof of identity, and its expiration date, if applicable

The E-Verify system will return one of three results:

- "Employment Authorized" - the employee is employment authorized
- "SSA Tentative Non-Confirmation" - the SSA database is showing the employee's name and SSN are not matching
- "DHS Verification in Process" - DHS will respond within 24 hours with either an employment authorized or DHS Tentative Non-Confirmation

If an employee shows up as "Employment Authorized", Intrastaff prints the system-generated verification form and attach it to the employee's Form I-9.

If a "tentative non-confirmation" is received, Intrastaff must promptly provide the employee with information about how to contest the information mismatch and the employee can then contest the determination and resolve the mismatch with the SSA or DHS, whichever applicable. The employee will have eight (8) government days to resolve the issue. The employee will continue to work while the case is being resolved.

If the employee does not contest the finding or if the agency returns a "Final Non-Confirmation", the determination is considered final and Intrastaff will terminate the employee and resolve the


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Intrastaff must notify DHS if it continues to employ an employee who received a SSA Final Non-Confirmation, DHS Final Non-Confirmation, or DHS No Show response or who is not contesting a Tentative Non-Confirmation response.

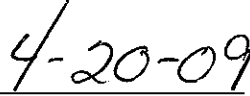
Intrastaff will not submit rehired employees' (with original hire dates prior to the effective date Intrastaff began using the E-Verify system on 11/9/07) information into the E-Verify system. An exception to this case would be if a former employee completed the Intrastaff re-hiring process and either their Form I-9 on file is older than 3 years since their original date of hire or if their Form I-9 is no longer in existence due to purging, a new Form I-9 would need to be completed by the employee and the employee would be considered a new hire and subject to the E-Verification process.

For specific instructions regarding initiating verifications in the E-Verify system, please refer to the "E-Verify Case Administration Requirements Job Aid" information included with these procedures.

APPROVAL:



Director, Intrastaff



Date