



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



MAURA D. CORRIGAN
DIRECTOR

February 28, 2013

The Honorable Bruce Caswell, Chair
Senate Appropriations Subcommittee on DHS
Michigan State Senate
Lansing, MI 48933

The Honorable Peter MacGregor, Chair
House Appropriations Subcommittee on DHS
Michigan House of Representatives
Lansing, MI 48933

Dear Senator Caswell and Representative MacGregor:

Section 291 of 2012 Public Act No. 200 requires the Department of Human Services (DHS) to provide the following information:

...[the department shall submit to the house and senate appropriations committees and the house and senate fiscal agencies a report certifying that it has verified, or has required contractors and subcontractors to verify, using the e-verify system, that all new department employees and new hire employees of contractors and subcontractors are legally present in the United States.]

DHS is complying with the e-verify requirement by requesting e-verify certification from all contractors for contracts issued by both the department and DTMB-Procurement. For department purchases, DHS sends a letter that informs contractors holding a current contract with the agency of the e-verify requirement requesting affirmation of compliance. The letter was sent to each contractor beginning in September 2012. The contractors are required to sign the certification statement and return the letter to DHS. The e-verification language is also included in the Request for Proposal (RFP) or Invitation to Bid (ITB) document notifying potential bidders that e-verification certification will be required upon contract award. For direct Human Service contracts, by signing the contract, the contractor is agreeing to abide by the e-verification requirement. For all other contract types the contractor must sign the certification statement and return the letter to DHS prior to the contract being issued.

For purchases made by DTMB Procurement on behalf of DHS, the DTMB proposal templates were modified to include e-verify language. DHS provides the e-verification certification letter to DTMB to send to the contractor upon award of the contract. The contractor must return the letter prior to contract issuance.

DHS is also in compliance with the e-verify requirement for new department employees. Effective October 1, 2012, the DHS Office of Human Resources implemented a process to verify that all hires are legally present in the United States. Potential new hires are provided the e-verify forms at the same time they are provided the forms for the mandatory drug testing. New hires return the completed forms and their verification materials to the on-site coordinator at their office on their first day of work. The forms are then scanned and sent to Human Resources in central office where the e-verify check is completed.

If you have questions, please contact Christine Sanches, director, Office of Logistics and Rate Setting, at (517) 373-3724 for contractor-related questions or Deb Wieber, director, Office of Human Resources, at (517) 373-8485 for department employee-related questions.

Sincerely,

A handwritten signature in black ink that reads "Susan Kangas". The signature is written in a cursive style with a large, stylized "S" and "K".

Susan Kangas
Chief Financial Officer

cc: Senate and House Appropriations Subcommittees on DHS
Senate and House Fiscal Agencies