



PROVIDER REGISTRY APPLICATION PROCESS

1. Call Senior Network Services (SNS) at 462-0880 to schedule an appointment.
2. At appointment with SNS, submit provider application including 3 work references.
3. Applicant is contacted after references have been verified and a second appointment is scheduled. At this brief appointment, applicant must provide drivers license or California ID, social security card and proof of insurance.
4. Submit to Livescan fingerprint imaging at one of 4 locations, \$18.00 fee is reimbursed by the County of Santa Cruz:
 - i. County Office of Education
 - ii. Cabrillo College
 - iii. Sheriff's Office
 - iv. Watsonville Police Department
5. Once fingerprinting imaging clearance has been obtained by SNS from the Department of Justice, applicants are contacted by SNS.
6. Applicants are notified their applications are complete and can then attend an Orientation at SNS to complete an I-9 and to obtain policy/procedure of the SNS Registry Program.
7. After the orientation, SNS gives the Provider a name of a potential consumer to call for a job interview (match). (This is based on the tasks the provider is willing and capable of doing listed on the provider application and the IHSS social worker referral which lists the authorized assessed tasks the consumer needs assistance with). If this match is not successful, additional names will be provided.
8. IHSS consumers decide whom to hire for their authorized tasks and direct/train providers for accomplishing authorized services (tasks).
9. Once a match is made between provider and consumer, SNS provides the provider enrollment forms required to begin the Fiscal processing for payroll to begin. SNS notifies the IHSS Social worker of the match and the necessary provider authorization begins.
10. Independent Providers Earn \$11.50 per hour and may be eligible for Health Insurance coverage.

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