

Attn: USDA Food Bank Agencies

Alabama Immigration Law Compliance

IF your church or agency (the name on the checking account which pays your monthly statement from the Food Bank, not the volunteer committee running the pantry) has any paid employees, then you must start an E-Verify account* for any future hiring, and send us **(1) the signed Everify Memorandum of Understanding, (2) the notarized "Contractor Affidavit of Alabama Immigration Compliance" (attached), and (3) the signed "Notice of Alabama Immigration Law Compliance" (attached).**

IF your agency's responsible party has NO paid employees, then you don't have to start an E-Verify account, but you still have to send us **(1) the notarized "Affidavit for Volunteer Organizations" (attached), and (2) the signed "Notice of Alabama Immigration Law Compliance" (attached).**

*To start an E-Verify account, you can go to the Federal website at <http://www.uscis.gov/e-verify> . They may ask you for a PIN. Just make up a 4-digit number because we don't provide you with a PIN. The website will issue a 13 or 15 page Memorandum of Understanding. The last 2 pages are for your signature. Print that off and send the last 2 pages of the MOU to us. Don't wait for the DHS to reply to you indicating that you've been accepted. It may be an awfully long wait (weeks) because they are overloaded with requests. The Ala. Immigration Law says that ALL employers in the state must establish an account. ***Don't worry, E-Verify will not request any information on your current employees.***

enc: Contractor Affidavit of Alabama Immigration Compliance
Affidavit for Volunteer Organizations
Notice Of Alabama Immigration Law Compliance