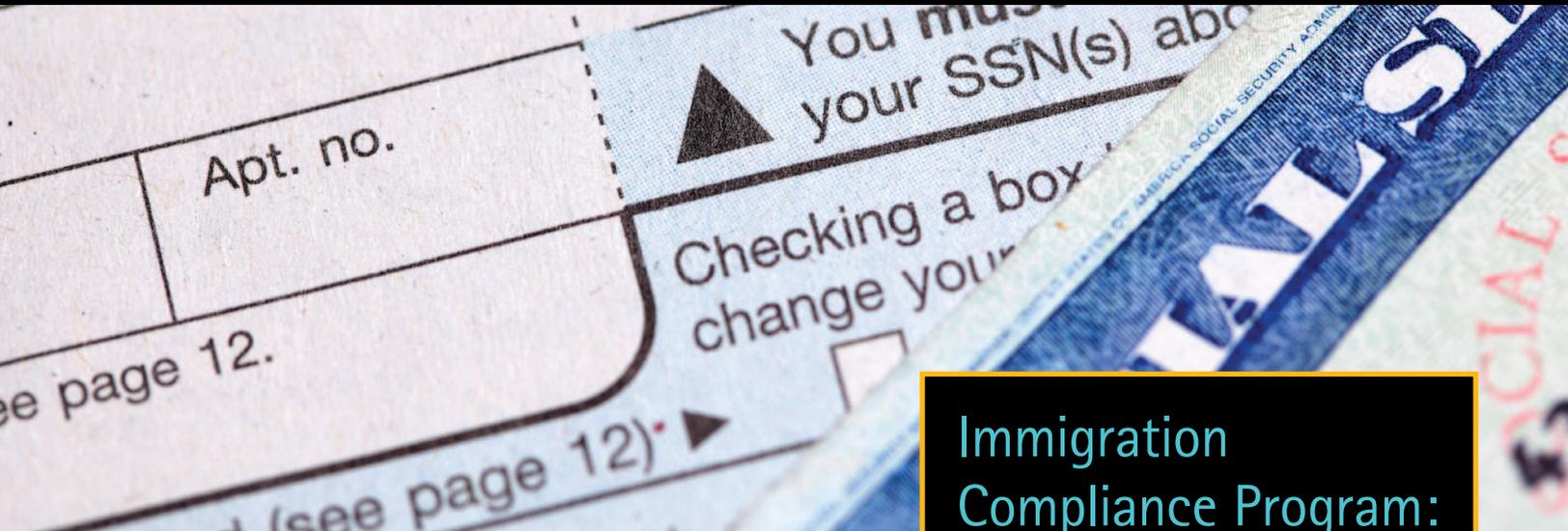


# Immigration Compliance Program



## This three-hour training program provides you with:

- Immigration Compliance Policy
- I-9 Procedures
- No-Match Procedures
- Internal I-9 Audit Procedures
- E-Verify Explanation and Analysis
- Temporary Staffing Guidance
- ICE Audit or Raid Response Plan
- Template Letters, Checklists and Charts to Manage These Procedures

## The "ICE" Storm

The Immigration Reform and Control Act (IRCA) of 1986 prohibits employers from hiring, recruiting or continuing to employ aliens who the employer knows are unauthorized to work in the United States. IRCA also requires employers to verify the identity and work authorization of all employees by completing a Form I-9.

Although IRCA has existed since 1986, the federal government rarely enforced it for many years. That lax enforcement dramatically changed during the final two years of President George W. Bush's administration. From 2006 to 2008, Immigration and Customs Enforcement (ICE) raided employers suspected of knowingly employing undocumented workers. Fines and criminal prosecutions skyrocketed.

## Immigration Compliance Program: Helping Employers Prepare for the "ICE" Storm

President Obama's ICE continued to target employers for immigration violations, but ICE largely abandoned raids from 2008-2016. Instead, ICE increased its use of the I-9 audit process.

President Trump appears poised to return to Bush-era ICE raids. His recent executive orders lay the groundwork for the mass deportation of undocumented aliens by calling for: 10,000 more ICE agents; 5,000 more border patrol agents; the transformation of local and state officers into a federal immigration law enforcement regiment; more immigration detention facilities; and the increased use of the expedited removal process. ICE has reportedly begun raiding the homes of alleged undocumented aliens and many immigration practitioners believe ICE will soon turn its sights on employers.

# Immigration Compliance Program

## What Employers Need to Know to Protect Themselves

Fortunately, employers can take simple steps to reduce the risk of incurring the civil or criminal penalties associated with ICE's aggressive worksite enforcement strategy. Specifically, employers should:

- Ensure they correctly complete I-9 forms for all new hires
- Consider using E-Verify, the government's electronic verification program
- Audit and, if necessary, correct their existing I-9 forms
- Properly respond to "no-match" letters
- Address immigration risks associated with their contract labor
- Prepare a response plan for an ICE audit or raid

## We Understand Immigration Compliance

Attorneys at Barnes & Thornburg have developed an immigration compliance program that helps employers take steps to reduce the risks associated with an ICE raid or audit. This program includes:

- **Immigration Compliance Policy.** We provide employers with an immigration compliance policy to include in their employee handbooks and hiring centers.
- **I-9 Procedures.** The program includes a template outlining step-by-step I-9 procedures, which can be tailored to fit a company's individual needs and practices.

- **No-Match Procedures.** We provide step-by-step procedures for responding to no-match letters, including letters to communicate with employees throughout the process.
- **Internal I-9 Audit Procedures.** We provide companies with I-9 audit checklists, charts, template audit memo, and step-by-step procedures for conducting an internal audit.
- **E-Verify Analysis.** We help companies decide whether to participate in E-Verify and explain the necessary protocols for employers who do.
- **Temporary Staff Solutions.** We provide strategies for managing the I-9 risks associated with temporary staff and independent contractors.
- **ICE Audit or Raid Response Plan.** We provide an audit and raid response plan template that can be tailored to match each company's individual needs.
- **Training.** We train your entire human resources team on the I-9 process, how to respond to no-match notices, how to conduct an internal I-9 audit, E-Verify, and how to respond to an ICE raid or audit. We provide this interactive training in several formats, including an in-person multi-employer group training at one of our offices, multi-employer webinar trainings, or an individualized, private training for your team.



## Program Flat Fee

We charge \$500 for companies who participate in multi-employer webinar or in-person training, and \$1,500 for companies that elect to have a private webinar or local in-person training. We add travel costs for in-person training that requires significant travel.

## For more information, please contact:

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