

Process and Refer a Tentative Nonconfirmation (TNC)

A TNC case result means that the Form I-9 information you entered into E-Verify differs from records available to SSA and/or DHS. E-Verify needs more information before it can confirm employment authorization. After receiving a TNC:

1 Click **Download Further Action Notice**.

*The Further Action Notice will print in English by default. To print the notice in Spanish, click the drop-down arrow next to **English** and select **Spanish**, then click **Download Further Action Notice**. If needed, additional translations are available under **View Essential Resources**.*

Review the Further Action Notice in private with the employee. Instruct the employee to indicate on the Further Action Notice whether they intend to take action on the TNC, then have them sign and date the Further Action Notice. The employee's decision and signature should be captured on the Further Action Notice printed in English. Provide a copy of the signed Further Action Notice to the employee (and a translated copy if needed) and attach the original to their Form I-9.

NOTE: If you need to exit the case for any reason, you can always access this case from the **View/Search Cases** screen; the system will save your place. See the **View/Search Cases Job Aid** for instructions on locating existing cases.

NOTE: If you determine that you entered information incorrectly, select the statement indicating the employee will not take action and you will have the option to close the case.

The screenshot shows the 'Case Results' page for a 'Tentative Nonconfirmation'. It includes instructions for the user and a 'Next steps' section. A red circle highlights the 'Download Further Action Notice' button and the language dropdown menu, which is currently set to 'English' and has 'Spanish' as an option. A red circle with the number '1' is placed next to the dropdown menu.

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Select the option indicating whether the employee will take action to resolve the TNC.

Click **Continue**.



Note: If the employee chooses to take action to resolve the case, the case will be referred to the appropriate agency/agencies when you click **Continue**.



Note: If the employee chooses not to take action to resolve the TNC, an alert will ask if you are sure. This option will update the employee's final result to indicate that E-Verify was unable to confirm employment authorization. Click **Continue** to close the case. See the **Close FNC Case Job Aid** for instructions on how to close a case resulting in Final Nonconfirmation.

STEP 2
Ask if John will choose to take action to resolve this error and correct the data mismatch that led to this result.

A If John chooses to take action to resolve this case, indicate that in the option below. Make sure John understands that after you select this option, there will be a deadline of 8 federal working days starting today to take action. If an email was provided, John will receive a confirmation email that indicates when this countdown begins.

B If John chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. John needs to understand that refusing to take action could result in losing this job.

After John has reviewed the Further Action Notice, indicate the decision below:

John will take action to resolve this E-Verify case. John understands that action must be taken by **February 26, 2018**.

John will not take action to resolve this case. John understands that this cannot be undone and choosing not to take action could result in termination of employment.

Continue

E-Verify

Are you sure?

Selecting this option will give John Doe a final result that indicates we were unable to confirm John's employment authorization. This cannot be undone and can result in John losing this job.

Only 'Continue' if John Doe has confirmed to not take action to resolve this case.

Cancel Continue

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If you referred the case, Click **Download Referral Date Confirmation**. Print the notice, attach a copy to the employee's Form I-9, and provide the original to the employee.

*The Referral Date Confirmation will print in English by default. To print the notice in Spanish, click the drop-down arrow next to **English** and select **Spanish**, then click **Download Referral Date Confirmation**. If needed, additional translations are available under **View Essential Resources**.*



Note: The employee has 8 federal working days to visit a Social Security Administration (SSA) field office and/or call the Department of Homeland Security (DHS) to begin resolving the TNC.

Click **Continue**.

Case Results

→ Confirmation: John intends to take action to resolve this case.

You have referred John Doe to SSA on March 08, 2018. To proceed, select a language and download the Referral Date Confirmation below. Provide this to John, who has contested this SSA TNC. John has until **March 20, 2018** to contact SSA to resolve this issue.

Download Referral Date Confirmation English

Spanish

E-Verify will update John's case status through the case status screen on your E-Verify homepage. Be sure to log in to E-Verify periodically - you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in **English or Spanish** if needed.

Continue

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Periodically check the case in E-Verify to see if the status was updated.



Note: Click **View Cases** to view the status of all your cases.

See the *Close EA Case* or *Close FNC Case Job Aids* for instructions on how to close the case once a final result is received.

