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**Dear Applicant Provider,**

Thank you for your interest in becoming an In-Home Supportive Services (IHSS) provider. State laws require that all IHSS providers go through an enrollment process and pass a background check before they are eligible to be paid by the IHSS program.

To enroll as an IHSS care provider, and to get paid as an IHSS care provider, you must complete five steps:

❖ **Visit the enrollment website at:**

<https://www.reva-pa.com/ip/default/?csec=30E06549-1524-451E-B124-967F65CBB914>

**This website is also referred to as the REVA website. At the website you will:**

- Create an account (make sure you remember all security answers, along with your login and password as no one else will have access to this information),
- Watch the mandatory enrollment videos,
- Sign up for a mandatory, in-person orientation (note: if you sign up for a Spanish orientation, you must be able to read, speak and understand Spanish fluently, otherwise you will be asked to reschedule),
- Print the needed Live Scan paperwork that you must bring with you when you go to your choice of location to have your fingerprints done (see link in REVA for a list of Live Scan locations)

❖ **Take your Live Scan form to any Live Scan location to complete your fingerprint background check.**

- It is your responsibility to pay for this. Prices vary depending on location.

❖ **Attend the in-person orientation at the date, time, and location that you signed up for.**

- Bring your original Social Security Card. Copies are not accepted.
- Bring your current, valid driver's license or U.S. government issued photo ID.
- Your name on your ID and social security card must match exactly.

❖ **Complete a SIP packet which will be mailed to you with your approval letter.**

- Complete the SOC 426A- In-Home Supportive Services (IHSS) Program Recipient Designation of Provider Form. Your client must sign and date the last page, and this form must be turned into IHSS in order to receive timesheets.
- Complete the W-4 and return both the SOC 426A and W-4 in the envelope provided in the packet.

❖ **Once you have received your timesheets, complete your timesheets and mail them to the address on the timesheet envelope, or if you are doing electronic timesheets, complete and submit your timesheets electronically.**

**For questions about provider enrollment, call (661) 868-0987. For questions about timesheets or paychecks, call (661) 868-1004. For questions about electronic timesheets call (866) 376-7066.**