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# Memorandum

**FROM: Human Resources Department**

**RE: Maintenance of Employment Authorization**

Welcome to Cambridge Health Alliance. We are delighted that you have joined us. This letter is to remind you of your responsibility to keep your employment authorization status current during your entire period of employment with Cambridge Health Alliance. If you indicated on Form I-9 that you are an alien temporarily authorized to work, we are obligated by law to re-verify your continued eligibility to work in the United States no later than the date shown on the face of your current employment authorization documents. Documents that fall under this category include, but are not limited to, an Employment Authorization Card, Form I-94 indicating TN-1 or TN-2 status, Form I-20 Certificate of Eligibility of Nonimmigrant Student Status (F-1), and Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J-1).

This requirement does not apply to refugees/asylees who present acceptable documents other than an Employment Authorization Card or to lawful permanent residents.

U.S. Citizenship and Immigration Services (USCIS) is currently taking 180 days to make determinations on renewal applications for employment authorization. Therefore, if you hold an Employment Authorization Card (EAC), it is strongly recommended that you file your renewal application no more than 180 days **before** your current EAC expires to prevent a lapse in your employment.

We will follow up with you in advance of your employment authorization expiration to remind you of this obligation and ask that you present renewed documents acceptable under Form I-9 regulations which establish your continued employment eligibility. If you are unable to demonstrate continued employment authorization, we are obligated by federal law to suspend or terminate your employment.

If you have any questions, please do not hesitate to contact us at [hr@challiance.org](mailto:hr@challiance.org).