



FIHRA DIGEST

Fashion Industry Human Resource Association

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INTRODUCTION

The **California Fashion Association** implements the **Fashion Industry Human Resource Association ('FIHRA')**: an organization for the Human Resource Managers of manufacturing, distribution, and retailing groups within the fashion, apparel, and textile industry.

Form I-9 Revised: A Complicated Two-Page Form

The I-9 is the document that all employers are required to use to verify the eligibility of new hires to work in the U.S.

March 8, 2013: A new version of the Form I-9 was released. The version is effective now and should be used immediately for all new hires. Employers can obtain the new Form I-9 at the USCIS website at www.uscis.gov.

The new *Handbook* is also available at that site. The Official Handbook for Employers (M-274) guide to using the Form I-9 has been updated to correspond to the new form. No earlier versions of the *Handbook* should be used. The new edition of the Form I-9 took effect immediately on publication. However, employers can continue to use the previous versions of the Form I-9 for 60 days from now.

This means employers must start using the new form and discard its predecessor no later than May 7, 2013.

Until May 7, employers may continue to use two previously valid versions of the form, those with revision dates of 08/07/09 and 02/02/09. However, after May 7, only the new version will be acceptable. An employer that fails to use the new form after that date will risk penalties under the Immigration and Nationality Act.

The new version of Form I-9 includes the following changes:

- Expanded instructions, now totaling six pages.
- A revised layout, expanding the form itself to two pages, with the Lists of Acceptable Documents on a third page.
- Added data fields.

Employers do not need to complete a new version of Form I-9 for current employees for whom a properly completed earlier version of the form is already on file. However, if an employer has to re-verify the employment eligibility of such an employee, the new version of the form must be used.

Recommendations

Human resources professionals should familiarize themselves with the newest version of the I-9 instructions and the revised version of the Handbook for Employers. We also recommend the implementation of I-9 compliance training programs to instruct all human resources personnel on the proper use and storage of the form.

**To discuss this alert or any immigration law matter,
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