

County Technical Assistance Service **INSTITUTE FOR PUBLIC SERVICE** **COUNTY OFFICIALS E-NEWS**

Promoting better county government through direct assistance to county officials and their associations.

November 2016 | Volume 86

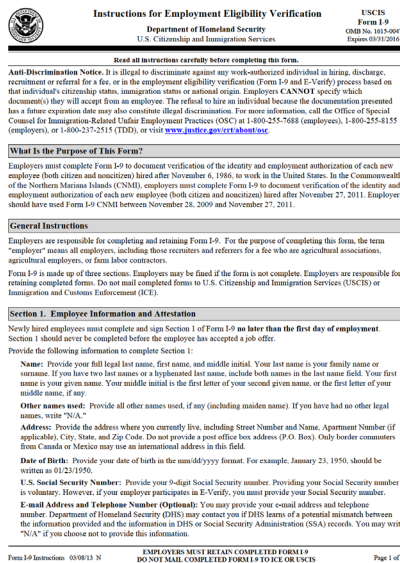
Current Form I-9 Good Until January 21, 2017

U.S. Citizenship and Immigration Services (USCIS) has announced that a revised version of Form I-9 has been approved for use by the Office of Management and Budget. USCIS must publish the revised form by November 22, 2016.

However, employers may continue using the current version of Form I-9 with a revision date of March 8, 2013, until January 21, 2017. After January 21, 2017, all previous versions of Form I-9 will be invalid.

The revised form will be available on the USCIS website at <http://www.uscis.gov>.

Questions? Call your [County Government Consultant](#) for guidance.



Instructions for Employment Eligibility Verification
 USCIS Form I-9
 U.S. Citizenship and Immigration Services
 Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employees CANNOT specify which document(s) they will accept from an employer. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-4155 (employers), or visit www.justice.gov/eis/abouthosc.

What Is the Purpose of This Form?
 Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizens and noncitizens) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizens and noncitizens) hired after November 27, 2011. Employees should have used Form I-9 (CNMI) between November 28, 2009 and November 27, 2011.

General Instructions
 Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Section 1. Employee Information and Attestation
 Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name. Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used. Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address. Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border crossers from Canada or Mexico may use an international address in this field.

Date of Birth. Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number. Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional). You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

Form I-9 Instructions 03/08/13 24 EMPLOYERS MUST RETAIN COMPLETED FORM I-9 DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS Page 1 of 9

Renewal Conference

November 30 - December 2

Franklin - Drury Plaza Hotel
 1874 W. McEwen Drive
 Hotel reservations: 1-800-325-0720

Visit ctas.tennessee.edu to register & for more information.

For Recertification Credit Only!



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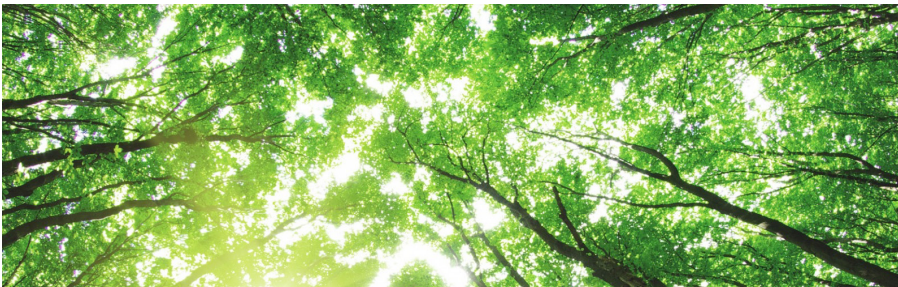
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Final Round: Clean TN Energy Grants

The Tennessee Department of Environment and Conservation (TDEC) is offering one final round of Clean Tennessee Energy grant funding. Special consideration will be given to the economically distressed counties in grant selection. Additionally, TDEC has agreed to allow CTAS staff time to count as an in-kind portion of the local match when assisting counties after they are awarded a Clean Tennessee Energy grant. This in-kind portion of the local match could involve (but is not limited to) CTAS staff assisting with setting up capital project fund accounting or reviewing RFP or resolutions. Allowing CTAS staff time as an in-kind portion of the local match will benefit the county as it requires less actual cash for the local match of the grant.

For more information about the Clean Tennessee Energy grant program, please visit the TDEC website: <https://tn.gov/environment/article/grants-clean-tennessee-energy-grants>.

Contact your [County Government Consultant](#) to discuss applying for this opportunity today!



Is Your Email Address Correct in Our System?

Please take a moment to review your contact info in our [Directory](#) to make sure you will receive all communications we and your associations send.

If you are not receiving our emails, please verify that your email provider or county IT department has whitelisted emails from us. Sometimes, email providers may mark our messages as spam and then your email address is flagged in our system as an “error” which results in your no longer receiving emails. To avoid having our emails marked as spam, they need to be “whitelisted.”

To whitelist our emails, please visit the following link:

[Whitelist Emma Emails](#)

County Spotlight DeKalb County



County Seat: Smithville

Population: 18,723

County Government Consultant:

Ben Rodgers

ben.rodgers@tennessee.edu

The most important person to have come from DeKalb County was Joe Evins, a U.S. representative from 1947 until 1977. He served a longer term than any other Tennessee congressman in history. Evins is credited with bringing federal tax dollars into Tennessee and for keeping vibrant projects such as the Oak Ridge National Laboratories in Anderson County.

Joe Evins' father Edgar was a state senator, for whom a state park is named. His nephew Dan Evins founded the Cracker Barrel restaurant chain, which is based in the Wilson County seat of Lebanon.

Mrs. Kate M. Drake of DeKalb County was the first female judge in Tennessee. She was appointed in 1931 by Governor Henry Horton to fill a vacant judgeship and elected to that office the next year.

DeKalb County is also home to Center Hill Lake, a 64-mile long U.S. Army Corps of Engineers reservoir that draws millions of visitors every year.

The Smithville Fiddlers' Jamboree and Crafts Festival held in DeKalb County every year has grown into a world famous event, drawing hundreds of musicians, crafts people and visitors.

For more information, please visit: www.tnhistoryforkids.org



Social Security Wage Base Increased for 2017

The Social Security Administration has announced the taxable wage base for 2017. It will increase to \$127,200 for 2017, up from \$118,500 for 2016. This tax increase will be reflected in the amount of FICA tax deducted next year from the pay of employees earning more than the 2016 wage base. This increase means that for highly paid employees, an additional \$8,700 of wages will be subject to Social Security tax next year. That translates into a maximum tax of \$7,886.40 for both the employee and employer – a total tax of \$15,772.80.

Employees are subject to an earnings test if they retire before the “normal retirement age” (e.g., 66 years old for employees born in 1943-1954) and claim Social Security benefits. They lose \$1 of Social Security benefits for every \$2 of wages and other earnings in excess of a threshold amount. In 2017, the threshold amount is \$16,920, up from \$15,720 in 2016.

TDEC Opportunity: Applications Now Open for Professional Energy Manager Training

Effective energy management can help reduce energy consumption across a portfolio of building stock, minimizing energy costs and mitigating environmental effects. In fact, most organizations can achieve [annual energy savings of at least 2-10%](#) through better energy management practices. This past spring, OEP provided its first ever tuition-free Professional Energy Manager (PEM) training to employees from local and state

government, including public higher education institutions and k-12 schools. The coursework of the PEM training enables energy professionals to understand and implement energy efficiency solutions in buildings, industrial plants, and data centers. PEM is one of the longest-running energy management training programs in the world and offers a credible credential to complement an individual's professional experience.



OEP will offer this professional development opportunity again in 2017. Eligible participants include employees of state or local government, k-12 schools, utilities, non-profits, and NGOs who provide energy management related technical assistance (e.g., audits, strategic energy planning, energy project / program development and implementation) to the public, commercial, and/or industrial sectors. The application window is now open and applications submissions are due by 5:00 pm Central on December 12. To access the application and to view details related to the training session location and dates, [click here](#). For program-related questions, please contact Jaclyn Mothupi at Jaclyn.Mothupi@tn.gov.

County Official Events in Review

On Thursday, October 13th, TCSA hosted its first Women in County Government Networking session. The goal of this session was to bring together women elected to county office as well as those working within county government to meet and share their experiences and knowledge about serving county

government in different capacities. Roughly forty women serving as county commissioners, highway chief administrative officers and mayors, and women working in the county highway department, the TCSA Loan Pool, CTAS, and TCSA were in attendance and representing each grand division within the state.

For two hours, women serving Tennessee counties had an opportunity to meet other public servants and share ideas and fellowship. It is the hope of TCSA to offer this Networking session at other conferences and build upon the successful gathering of women in county government for years to come.



TCSA
FALL CONFERENCE
& TRADE SHOW



CT County Technical
Assistance Service
**INSTITUTE FOR
PUBLIC SERVICE**

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County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at liz.gossett@tennessee.edu.