

Attachment No.: 5

Major SWA Responsibilities for the ALC Non- Agricultural Programs

1. Before Filing of Application.

- Respond to written and telephone inquiries about non-agricultural certification and attestation programs.
- Advise employers, applicants, and aliens, as appropriate, about requirements of non-agricultural labor certification and attestation programs.
- Refer employers, applicants, and aliens, as appropriate, to the national processing center for further information regarding non-agricultural labor certification and attestation programs.
- Provide prevailing wage information.
- Mail forms, regulations, instructions, etc., to employers, attorneys, and other interested members of the public.

2. After Filing of Application (H-2B program).

- Review application for completeness.
- Advise employers, as appropriate, of deficiencies and corrections that should be made to application.
- Provide prevailing wage determinations to employers.
- Prepare job orders from the ETA 750 and transmit to Job Bank for regular SWA recruitment activity. Monitor and collect referrals from SWA verification system.
- Advise employers of recruitment and other regulatory requirements.
- Screen applicant resumes received against advertisements to assure that applicants meet employer requirements and make referrals of only qualified applicants to employers.
- Collect recruitment results from employers on all applicants who responded to the employer's recruitment efforts, including those who responded directly to the employer.
- Prepare case file for review by the Certifying Officer.
- Transmit case file to the national processing center with state recommendations.
- Furnish information on applications, employers, and beneficiaries to the U.S. Citizenship and Immigration Services (USCIS) and other law enforcement agencies.

3. After Transmission of Case File to the National Processing Center.

- Respond to requests for further information from the national processing center and law enforcement agencies, such as USCIS and the Office of the Inspector General.