

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210	<b>CLASSIFICATION</b> Alien Labor Certification
	<b>CORRESPONDENCE SYMBOL</b> OFLC
	<b>DATE</b> March 13, 2007

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-06**

**TO: STATE WORKFORCE AGENCIES**

**FROM: EMILY STOVER DeROCCO /s/  
Assistant Secretary**

**SUBJECT: Fiscal Year (FY) 2007 Alien Labor Certification  
Program Planning Guidance**

1. **Purpose.** To provide guidance for the funding and management of FY 2007 annual plans and grant allocations for the Alien Labor Certification (ALC) programs.

2. **References.**

- Immigration and Nationality Act (INA), Sections 101(a), 212(n), 212(t), 214(c), 214(i), and 218
- 8 CFR Part 214
- Wagner-Peyser Act, Section 7(d)
- Employment and Training Administration (ETA) Handbook No. 385
- Guide for Employment Service Reimbursable Grant Activities
- ETA No. 398, H-2A Program Handbook, January 1988
- Prevailing Wage Determination Policy Guidance for Nonagricultural Immigration Programs, May 2005
- Training and Employment Guidance Letter No. 04-06  
*Subject:* Plans to Phase out Penalty Mail Costs for “Employment Security” Programs and Availability of Supplemental Budget Funds for Conversion to Commercial Mail Methods
- Other ETA instructions as noted

3. **Background.** The purposes of this memorandum are: (1) to define the roles State Workforce Agencies (SWAs) play in the ALC programs; (2) to provide planning figures for funding that will be allocated to support these activities; and, (3) to outline both the necessary actions to request the funds and the required steps to comply with the grant.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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4. **Actions.** SWAs are required to complete the actions listed below.

- Respond to these guidelines within **thirty (30) days** of receipt to ensure allocation of remaining grant funds.
- Establish program priorities by identifying how program funds would best be utilized and by splitting the grant allocation between agricultural and nonagricultural activities.
- Inform the National Office via written communication of the proposed program priorities and the split that will be used to allocate funds between agricultural and nonagricultural activities.

5. **Mailing Address.** Mail completed annual plans to:

Office of Foreign Labor Certification  
 Attention: Gayle Dixon  
 U.S. Department of Labor  
 200 Constitution Avenue NW - Rm. C-4312  
 Washington, D.C. 20210.

6. **Inquiries.** Grant funding questions should be directed to Gayle Dixon at (202) 693-2817. All program-related questions should be directed to Isabel Jean-Pierre at (202) 693-2731.

7. **Attachments.**

<b>Attachment Name</b>	<b>Attachment Number</b>
Grant Guidance and Information Package	1
FY 200 ALC Funding Levels	2
ALC Program Planning Guidance	3
Major SWA Responsibilities for the ALC Agricultural Program	3
Major SWA Responsibilities for the ALC Non-Agricultural Programs	3
Guidance for Prevailing Wage Determinations	3
Annual Plan Procedures	4