

InterOffice Memo

Department of Workforce Development

Date: February 28, 2005

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To: Job Center Staff, Supervisors, and WJOS users

From: Brian Solomon, Director
Bureau of Job Service

Subject: **Changes to Job Order Policy for Foreign Labor Certification Job Orders**

Federal requirements for the Foreign Labor Certification Program (FLC) are changing. This memo announces changes in the Job Order Policies and Procedures to reflect the federal program changes.

Discussion:

In the past, all FLC job orders were created, serviced, and closed by the FLC Coordinator, Mike Brooks. Staff did not change or close any of these job orders. **Effective immediately, permanent FLC job orders will be handled by local staff in the same manner as any other job order.** These job orders will be placed directly with local Job Centers by the company, or a company representative. Staff may not know that the job order is a FLC situation. These job orders should be indistinguishable from any other job order. The work site company name will be used on the job order.

Temporary FLC job orders will continue to be entered, serviced, and closed by the state FLC Coordinator. The company name on these orders is suppressed to ensure that all resumes are sent through the central office for review and not directly to the employer. Temporary FLC job orders will be recognizable because the FLC office in Madison will be listed as the employer and the point of application. **Temporary FLC job orders are not to be updated, closed or otherwise modified by local staff.**

Section B7 of the Job Order Policy and Procedures has been revised (attachment). The new wording is also available in the online Job Order Policies and Procedures at http://www.dwd.state.wi.us/dws/staff/job_order/policies_procedures/default.htm.

Action Required:

1. Please read the new section B7 carefully for specific instructions.
2. Update any hard copy versions of the Job Order Policy and Procedures.
3. Accept and process any requests for WJOS registration and/or job orders from companies, or immigration attorneys and agents representing companies, for permanent FLC situations.

Direct questions on the Job Order Policy to Phil Anderson 608-261-6974 or Jesus Guerrero 608-266-0487. Direct questions on FLC to Mike Brooks 608-266-0017.