Attachment A

Overview of Housing Inspection Process and Timeline

Step 1

Employer files ETA 790/790A between 75 60 days before anticipated date of need (DON)

Step 2

Employer files MDPH application for Cert. of Occupancy.

Between 60 - 40 days before DON

MDPH Process includes:

1. Building Inspection Certificate
2. Fire Department Report
3. Water test, if applicable

Step 3

MDPH informs MDCS to proceed with inspection,

MDCS schedules inspection

Between 55 – 40 days before DON

Step 4

MDCS completes inspection, if passes, informs MDPH.

Between 40 -30 days before DON.

- Employer is allowed 5 calendar days to correct all deficiencies
- If corrective action not completed:
  - MDCS removes Job Offer from Clearance system and informs DOL that housing fail inspection. If workers referred, assist them.

Step 5

If all requirements are satisfied, DPH will issue the Certificate of Occupancy

Not later than 30 days before DON.

MDCS receives copy of MDPH certificate and informs U.S. DOL, ETA, Chicago National Processing Center (CNPC) of housing status.

Please note that all timelines depend on the prompt initiation of Step 1 and timely responsiveness throughout the process.

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