

## **LCA POSTING AND PUBLIC INSPECTION FILE REQUIREMENTS:**

1. Post 2 copies of the signed LCA in 2 conspicuous locations at your place of business for ten (10) consecutive days, *making note of the days of posting*.
2. You must give a copy of the signed LCA to the beneficiary and retain evidence that he/she received it.
3. Keep a copy of the signed LCA, notation of the days posted, FLC Wage Results, and proof that the beneficiary received a copy of the LCA, in a file available for public inspection. The file must be retained by your office until one year after the completion of the beneficiary's employment with the company.
4. If the H-1B worker will be placed at an end-client site, then, in addition to steps 1-3 above, the employer must notify the end-client of its obligation to provide notice of the filing of the LCA to the workers at the actual worksite.

To do so, provide the filed LCA copy to the end-client and ask the end-client to post the LCA at two (2) conspicuous places at the end-client's work site OR notify all the employees there via electronic means, whichever is the end-client's method of communication to its workforce.

Also retain proof that this request has been made to the end-client for your public access file records. The best way to do so is to email the LCA with the posting request to the end-client's HR manager, or the project manager overseeing the project and ask him/her to post the LCA at the end-client site.

If there is no direct contact with the end-client (i.e. there are vendor(s) involved in the project), then still forward the filed LCA to the vendor and request the vendor to notify the end-client of the posting requirement, and you should retain proof of this request for your public access file records as well.