



Dear Agent/ Employer,

This letter is to inform you of recent changes to the administrative processes of inspecting housing facilities provided to H-2A farmworkers.

Effective May 15, 2018, responsibility for the inspection of housing facilities for five or more H-2A farmworkers will fall to the California Department of Housing and Community Development (HCD).

The Employment Development Department (EDD) will continue to conduct inspection of housing for four or less H-2A farmworkers.

HCD has Employee Housing Act authority under the California Health and Safety Code Section 17000 et seq. Under this act, these facilities must provide a minimum allowable sleeping space, safe and sanitary housing and equipment, and heating. The act also requires employers who provide housing to five or more employees to obtain a Permit to Operate (PTO) from HCD.

HCD will inspect the housing facility within 45 days of receipt of the PTO application. Housing inspections are required prior to the approval of an Agricultural and Food Processing Clearance Order from the EDD. Please refer to the enclosed Frequently Asked Questions for guidance on the PTO process and Agricultural and Food Processing Clearance Orders.

Additionally, the HCD's Employee Housing website [www.hcd.ca.gov/building-standards/employee-housing/index.shtml](http://www.hcd.ca.gov/building-standards/employee-housing/index.shtml) provides resources for the Employee Housing Permit application process. The website contains the following: the Application for Permit to Operate Employee Housing Facility, Employee Housing Requested Inspection Date, the Employee Housing Act (regulations that govern the Housing Program), and documents to assist employers prepare for housing inspections and successfully secure a PTO.

Please contact HCD staff, Shasta Sanborn at 1-916-263-3271 with any questions about the PTO application process.

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For EDD assistance to coordinate the Permit to Operate and the Agricultural and Food Processing Clearance Order, please contact Foreign Labor Manager Roman Diaz at 1-916-654-9315 [Roman.Diaz@edd.ca.gov](mailto:Roman.Diaz@edd.ca.gov) or Housing Coordinator Patricia Ochoa at 1-916-654-7749 [Patricia.Ochoa@edd.ca.gov](mailto:Patricia.Ochoa@edd.ca.gov).

Thank you for your cooperation and attention to these changes.

Sincerely,



JAIME GUTIERREZ  
Division Chief  
Workforce Services Division

Enclosure  
Housing Inspection Transition - Frequently Asked Questions