

## Sample FDNS Follow-Up E-Mail Questions After H-1B Site Visit

The AILA Verification and Documentation Committee received an example of follow-up questions posed by an FDNS officer following a USCIS FDNS H-1B Site Visit Program visit. In the example, FDNS is requesting information from the employer to potentially assess compliance with the Neufeld H-1B Employer-Employee Relationship Memorandum. *See* AILA Doc. No. 10011363. Information about the FDNS H-1B Site Visit Program is contained at AILA Doc. No. 09100123.

The following is text is from an e-mail sent by an FDNS officer to an employer in February 2011 after a site visit completed in September 2010 for information regarding an H-1B petition approved in July 2010:

*As I mentioned during our telephone conversation today I am an officer with US Citizenship and Immigration Services. On September 14<sup>th</sup>, 2010, USCIS attempted to conduct a site visit at \_\_\_\_\_. Specifically the Site Inspector was attempting to verify the employment of \_\_\_\_\_. Unfortunately, the site visit was not successful. I would very much appreciate your assistance in verifying the employment of \_\_\_\_\_. Specifically I would like to know:*

- 1) The start date of \_\_\_\_\_ 's employment with your organization;*
- 2) The specific geographic location and physical address \_\_\_\_\_ is working at;*
- 3) The current client that \_\_\_\_\_ is assigned to. Please also provide the start date of \_\_\_\_\_ 's employment with that client, as well as contact information for a representative of that end client. If the end client is not the direct client of your organization, please indicate that, as well as the sub vendor your organization is contracted with. In regard to that employment please also address the following questions:*
  - a) How is \_\_\_\_\_ supervised? Is such supervision off-site or on-site?*
  - b) If the supervision is off-site, how do you maintain such supervision?*
  - c) Who controls the work of \_\_\_\_\_ on a day-to-day basis?*
  - d) What tools or instrumentalities needed for \_\_\_\_\_ to perform the duties of employment are provided by your organization?*
  - e) Who evaluates the work-product of \_\_\_\_\_ ?*

- 4) The specific job duties that \_\_\_\_\_ is performing;*

*Feel free to contact me at the number below, or via email, if you have any questions.*