

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## DIVISION OF CODES AND STANDARDS

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Information Bulletin 98-05 (EH,MP)

TO:           Local Enforcement Agencies  
              Mobilehome Park Operators  
              Employee Housing Operators  
              EH and MP Interested Parties  
              Division Staff

SUBJECT:   EMERGENCY REGULATIONS - APPLICANT QUALIFICATION  
              VERIFICATION

The Department of Housing and Community Development, Division of Codes and Standards, will be adopting emergency regulations to be effective on April 6, 1998, imposing new requirements on individuals operating mobilehome parks or employee housing, and local agencies having enforcement jurisdiction for mobilehome parks and employee housing. These new regulations implement citizenship and alienage verification requirements of federal law known as *The Personal Responsibility and Work Opportunity Reconciliation Act of 1996* (Pub. L. No. 104-193, 8 U.S.C. §1621), commonly referred to as the *Welfare Reform Act*.

Effective April 6, 1998, these new regulations require an individual making application for a Permit to Operate a Mobilehome Park or Employee Housing, to submit documentation of U.S. Citizenship, or qualified alien status. Individuals currently operating mobilehome parks or employee housing, will be subject to the new requirement upon making application to renew their Permits to Operate. Corporations and partnerships operating mobilehome parks and employee housing are not subject to the new requirement.

New application forms will be provided by the Division that will explain the new requirements and provide examples of acceptable documentation to be submitted. For most applicants who are U.S. citizens, a copy of a birth certificate will suffice. For applicants who are aliens, and not a U.S. citizen, a copy of a current alien document issued by the U.S. Immigration and Naturalization Service, will be required.

Local agencies which have assumed enforcement responsibility for the Mobilehome Parks Act, or Employee Housing Act, will be required to carry out the new regulatory requirement and verify citizenship or qualified alien status. Local agencies are permitted by the new regulations to charge applicants a reasonable fee to cover the agency's cost of performing the verification. As an alternative, the new regulations permit local agencies to request verification processing by the Division, through referral of the applicant's submitted documentation and a \$15 fee collected from the applicant.



Copies of the new regulations will be available once they are filed with the Office of Administrative Law in approximately mid-March and questions regarding these new regulations may be referred to the Division's Housing Standards Program Manager, Rosemarie Smith, at 916 445-9471.

A handwritten signature in black ink, appearing to read "Travis Pitts", with a large, stylized initial "T" and "P".

Travis Pitts  
Deputy Director