MEMORANDUM

DATE:     August 3, 2010

TO:       Regional Workforce Board Executive Directors

FROM:     Los A. Scott, Program Manager, One-Stop and Program Support

SUBJECT: Revised Migrant and Seasonal Farmworker Program Forms and Wagner-Peyser Complaint System Forms

The following Migrant and Seasonal Farmworker (MSFW) Program and Wagner-Peyser Complaint System forms that have been revised and/or updated:

- MSFW Desk Aid
- Form 511N
- Services to Migrant and Seasonal Farmworker Report Form 1659 with instructions
- One-Stop WP Complaint-System Log
- Log of Apparent Violations – MSFW

Copies of all forms are attached. Please share this memorandum with your local One-Stop Center staff. The new forms should be used immediately. The revised forms will be added to the Agency for Workforce Innovation (AWI) website.

If you have any questions regarding this memorandum, please contact Marisela Ruiz at (850) 921-3207 or via e-mail at marisela.ruiz@flaawi.com.

LAS/omr

Attachments

cc:       Kevin Neal
          Clifttin Atkinson
          Barbara Walker

Agency for Workforce Innovation
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Each local One-Stop Center employee who processes registrations for agricultural workers should maintain a copy of this desk aid.

In EFM - Has the job seeker worked on a farm or as a migrant/migrant food processor at least 25 days in the past 12 months? If they answer yes, and select at least one of the qualifying categories of MSFWs, you must give the registrant a 511N, explain the significance, and input the date of issue in EFM. You must enter their Type of Work Preferred, the Primary Work Experience and Other Experience or Training in the “Background” screen under the Personal Information section. CROPCODES can be listed on the “Case Notes” screen.

**Migrant Seasonal Farmworker** is an agricultural worker whose primary work experience has been in farm work in industries within the North American Industry Classification System (NAICS) that include: subsection 111—Crop Production; subsection 112—Animal Production and subsection 115—Support Activities for Agriculture and Forestry; excluding 1125-Aquaculture, 1152-Support Activities for Animal Production, and 1153-Support Activities for Forestry, whether alien or citizen who is legally allowed to work in the United States.

**Selection of MSFW Category**

**Seasonal Farmworker** shall mean a person who, during the preceding twelve months, worked at least an aggregate of 25 or more days or part of days in which some work was performed in farm work, earned at least half of his/her earned income from farm work, and was not employed in farm work year round by the same employer. For the purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded.

**Migrant Farmworker** is a seasonal farmworker who had to travel to do the farm work so that he/she was unable to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.

**Migrant Food Processing Worker** shall mean a person who, during the preceding twelve months, has worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, (as classified in the NAICS under 311611, 311612, 311613, 311615, 311411, and 311421 food processing establishments), earned at least half of his/her earned income from food processing work, and was not employed in food processing year round by the same employer, provided that the food processing required travel such that the worker was unable to return to his/her permanent residence in the same day. Migrant food processing workers who are full-time students but who travel in organized groups rather than with their families are excluded.

**MSFW** shall mean a migrant farmworker, a migrant food processing worker, or a seasonal farmworker.
Services to Migrant and Seasonal Farm Workers (MSFW) through One-Stop Career Centers

MSFW Outreach Program
The Agency for Workforce Innovation assists Workforce Boards in operating an outreach and employment program for MSFWs. Full-time, year-round, outreach workers conduct outreach activities in order to accomplish the maximum penetration into the farm worker population. Additionally, One-Stop Career Centers utilize other agency staff and volunteer workers to inform farm workers of the services available. The outreach services network is further supported by the State Monitor Advocate, who conducts on-site Quality Assurance visits of Florida’s significant One-Stop Career Centers to ensure that an equitable level of services is provided to the farm worker community.

MSFW Outreach Specialists are located at the following One-Stop Career Centers:
- Workforce Plus - Gadsden, 1140 W. Clark Street, Quincy
- Workforce Plant City Career Center, 2001 E. Cherry, Plant City
- Polk Works One-Stop Career Center, 500 E. Lake Howard Dr., Winter Haven
- SunCoast Workforce - Bradenton, 3526 9th Street West, Bradenton
- Highlands One-Stop Career Center, 2730 US Hwy 27 North, Sebring
- St. Lucie County Career Center, 584 NW University Blvd., Suite 300, Port St. Lucie
- West Career Center, 1085 South Main Street, Belle Glade
- Homestead Career Center, 140 NE 8th Street, Homestead
- Immokalee One-Stop Career Center, 750 South 5th Street, Immokalee

Services Provided to MSFWs at any One-Stop Career Center:
The One-Stop can provide a number of employment services, which may be of help to you. In order to receive some of these services you may have to fill out an application. Assistance with completing the application is available. Florida’s employment service system can be found online at www.EmployFlorida.com.

No application is needed for:
- Information on the kinds of jobs that are available
- Information about and/or referral to other agencies that may be able to provide services not available through the One-Stop
- Filing a complaint about the One-Stop or a job you have been sent to by the One-Stop
- Information about farm worker rights that are protected by state and federal laws

A short application (partial) is needed to assist in providing:
- An immediate referral to a job, if one is available

A longer application (full) should be completed to enable the One-Stop to provide:
- Employment Testing
- Employment Counseling
- Training opportunities
- Referral to Supportive Services
- Job referral now or at a later date

A longer application will provide us with a more complete summary of your work experience and needs. It will help us search for more services for which you may qualify and continue looking for job opportunities for you after you leave the office.

* If you feel that your rights as a farm worker have been violated by an employer, call the Florida Farm Worker Helpline at 1-800-633-3572.
Sèvis pou Emigre ak Ouvriye Agrikòl Sezonye yo (MSFW) a travè Sant Karyè One-Stop yo

Pwogram MSFW pou Ede Moun Jwen Travay
Ajans pou Inovasyon Mendèv la (The Agency for Workforce Innovation ) ede Konsèy Administrasyon Inovasyon Mendèv nan operasyon yon pwogram pou ede moun jwenn travay ak yon pwogram travay pou Émigré ak Ouvriye Agrikòl Sezonye yo (MSFW). A tan plen, pandan tout ane a, moun ke travay yo se chèche travay pou moun ap mennen aktivite pou yo kapab foure kò yo fon otan posib nan popilasyon ouvriye agrikòl yo. An plis, Sant Karyè One-Stop yo itilize estaf lòt ajans ak volontè pou bay travayè agrikòl yo enfòmasyon sou sèvis ki disponib yo. Epitou rezo sèvis sa jwenn sipò Defansè Siveyan Eta a ki ale nan lokal travay yo menm pou tcheke Kalite ki ekziste nan lokal travay yo vizite Sant Karyè Enpòtan One-Stop ki nan Florida yo pou asire yo ke kominote agrikòl la jwenn bon jan sèvis pou tout moun egal ego.

Espesyalis Pwogram MSFW sitiye nan Sant Karyè One-Stop sa yo:
  • Workforce Plus - Gadsden, 1140 W. Clark Street, Quincy
  • Workforce Plant City Career Center, 2001 E. Cherry, Plant City
  • Polk Works One-Stop Career Center, 500 E. Lake Howard Dr., Winter Haven
  • Suncoast Workforce - Bradenton, 3526 9th Street West, Bradenton
  • Highlands One-Stop Career Center, 2730 US Hwy 27 North, Sebring
  • St. Lucie County Career Center, 584 NW University Blvd., Suite 300, Port St. Lucie
  • West Career Center, 1085 South Main Street, Belle Glade
  • Homestead Career Center, 140 NE 8th Street, Homestead
  • Immokalee One-Stop Career Center, 750 South 5th Street, Immokalee

Men Sèvis moun MSFW yo kapab jwenn nan nenpòt Sant Karyè One-Stop :

Nou pa bezwen aplikasyon pou:
  • Enfòmasyon sou ki kalite djòb ki disponib
  • Enfòmasyon konsènan yon/oswa referans ba yon lòt ajans ki kab an mezi ede bay sèvis ki pa disponib nan One-Stop
  • Pote yon plent kont One-Stop oswa yon djòb kote One-Stop te voye w
  • Enfòmasyon konsènan dwa travayè agrikòl lwa eta a ak lwa federal pwoteje

Yon ti aplikasyon tou kout (pasyèl) nesesè pou asistans avèk:
  • Yon referans imedya pou yon travay, si gen youn ki disponib

Nou ta dwe ranpli yon aplikasyon ki pi long (konplè) pou pèmèt One-Stop founi:
  • Tès Travay
  • Konsiltasyon travay
  • Opòtinite fòmasyon
  • Referans pou Sèvis Sipò yo
  • Referans travay pou kounye a oswa pou yon lòt dat pita

Yon aplikasyon ki pi long va ba nou yon rezime ki pi konplè de tout eksperyans travay ou ak bezwen w yo. Li va pèmèt nou chèche plis sèvis ke ou kapab kalifye pou yo ak kontinye chèche opòtinite travay pou wou lè w kite biwo a.

* Si w santi ke ke yon anplwayè vyole dwa w kòm yon travayè agrikòl , rele nan nimewo telefòn ki la pou ede a travè agrikòl ki nan Florida, nan 1-800-633-3572.

AWI-511N
Servicios para Trabajadores Agrícolas Migrantes y Temporales (MSFW) a través de los Centros de Empleo One-Stop

Programa de Difusión para MSFW
La Agencia de Innovación para los Trabajadores (Agency for Workforce Innovation) asiste a los Comités de Trabajadores en la administración de un programa de difusión y empleo para los MSFW. El personal de difusión realiza actividades a tiempo completo durante todo el año para lograr la máxima penetración en la población de trabajadores agrícolas. Asimismo, los centros de empleo One-Stop se valen de otros empleados de la agencia y de voluntarios para informar a los trabajadores agrícolas sobre los servicios a su disposición. La red de servicios de difusión también cuenta con el respaldo del Consejero(a) de Monitoria Estatal (State Monitor Advocate), quien realiza visitas presenciales de aseguramiento de la calidad a los centros de empleo One-Stop para asegurar que se ofrezca un nivel equitativo de servicios a la comunidad de trabajadores agrícolas.

Encontrará especialistas en difusión para los MSFW a su disposición en los siguientes centros de empleo One-Stop:

- Workforce Plus - Gadsden, 1140 W. Clark Street, Quincy
- Workforce Plant City Career Center, 2001 E. Cherry, Plant City
- Polk Works One-Stop Career Center, 500 E. Lake Howard Dr., Winter Haven
- Suncoast Workforce - Bradenton, 3526 9th Street West, Bradenton
- Highlands One-Stop Career Center, 2730 US Hwy 27 North, Sebring
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- West Career Center, 1085 South Main Street, Belle Glade
- Homestead Career Center, 140 NE 8th Street, Homestead
- Immokalee One-Stop Career Center, 750 South 5th Street, Immokalee

Servicios provistos a los MSFW en todos los centros de empleo One-Stop:

No es necesario presentar una solicitud para:
- Recibir información sobre las clases de trabajos disponibles
- Recibir información y/o referencias a otras agencias que posiblemente puedan ofrecer servicios que no se encuentran disponibles a través de los centros One-Stop
- Presentar una queja sobre un centro One-Stop o un empleo para el que lo recomendaron a través del centro One-Stop
- Información sobre los derechos de los trabajadores agrícolas protegidos por leyes estatales y federales

Se necesita una solicitud breve (parcial) para brindar asistencia para la provisión de:
- Una recomendación inmediata para un trabajo, de estar disponible

Debe completarse una solicitud más extensa (completa) para que el centro One-Stop pueda ofrecer:
- Análisis de empleo
- Asesoramiento sobre empleo
- Oportunidades de entrenamiento para el empleo
- Referencias a servicios de apoyo
- Recomendación para un trabajo en el momento o posteriormente

Una solicitud más extensa nos ofrecerá un resumen más completo de su experiencia laboral y sus necesidades. Nos permitirá encontrar más servicios para los que posiblemente reúna los requisitos y continuar buscando oportunidades de trabajo para usted después de que se vaya de la oficina.

* Si cree que un empleador ha violado sus derechos de trabajador agrícola, llame a la Línea de Ayuda para Trabajadores Agrícolas de Florida al 1-800-633-3572.

AWI-511N
### ONE-STOP WP COMPLAINT-SYSTEM LOG

**Local One-Stop Center**

![Table](attachment:ONE-STOP_WP_COMPLAINT-SYSTEM_LOG.png)

**Quarter Ending**

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**AWI Form ESO 1250 (03/08)**

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### LOG OF APPARENT VIOLATIONS – MSFW

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