

**Rick Scott**  
GOVERNOR




**Cissy Proctor**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** June 24, 2016

**TO:** Local Workforce Development Board (LWDB) Executive Directors with Significant Migrant and Seasonal Farmworker (MSFW) Offices

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** MSFW Outreach Plan for Program Years 2016 through 2019

Florida's [Workforce Innovation and Opportunity Act \(WIOA\) Unified Plan](#) includes the state's Agricultural Outreach Plan (Section VII.(e)). LWDBs with one or more designated significant MSFW career centers must submit a four-year local MSFW Outreach Plan for Program Years 2016 through 2019 (July 1, 2016 – June 30, 2020) that aligns with the outreach activities and goals described in the Unified Plan. The attached instructions are being provided for further guidance.

Please submit your MSFW Outreach Plan and attachments in an electronic and searchable format to [Marisela.Garcia@deo.myflorida.com](mailto:Marisela.Garcia@deo.myflorida.com) no later than close of business on August 24, 2016.

If you have any questions regarding this memorandum, please contact Marisela Garcia at (850) 921-3207 or via e-mail at [Marisela.Garcia@deo.myflorida.com](mailto:Marisela.Garcia@deo.myflorida.com).

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Attachments: [MSFW Outreach Plan Instructions](#)  
[MSFW Outreach Goals Attachment](#)

cc: Tom Clendenning  
Keantha B. Moore  
Michelle Dennard, CareerSource Florida