

Migrant and Seasonal Farmworker (MSFW) Outreach Plan Instructions Program Years 2020 - 2024

The Wagner-Peyser Act contains specific requirements for services to MSFWs as outlined in Title 20 Code of Federal Regulations (CFR) Part 653, Subpart B: Services for MSFWs. The local MSFW Outreach Plan should reflect the policies contained in 20 CFR 653, Subpart B, the Agricultural Outreach Plan located within the state of Florida's [Workforce Innovation and Opportunity Act \(WIOA\) Unified Plan](#) and state policy. The four-year outreach plan will be effective July 1, 2020 – June 30, 2024.

Using the format below, please develop the MSFW Outreach Plan. Input in developing the plan should be sought from MSFW outreach workers and mandatory MSFW partners. The plan should be submitted as a searchable PDF document, with the name of the region, date submitted, and contact person listed. Attach copies of the local operating procedures for MSFW services.

- A. Assessment of Need: Must include a review of the agricultural and MSFW activity in the service area (crop activity, peak season, approximate number of MSFWs during peak season and low season, etc.). Must also include an assessment of the challenges/barriers faced by MSFWs and their unique needs. Such challenges and needs must include at a minimum: employment, training, transportation, health, language and housing. Summarize the agricultural employers' needs as well. This information must take into account data supplied by the Farmworker Career Development Program local provider(s) in the service area, other farmworker organizations and employer organizations.
- B. Assessment of Available Resources: Include an assessment of the career center resources and partner resources that are available to meet the specific needs of the MSFWs and agricultural employers specified above in part A.
- C. Proposed Outreach Activities:
 1. Describe the strategies used to locate and contact MSFWs who are not being reached by normal intake activities. Outreach activities must be designed to meet the needs determined in part A. Include the tools and resources to be used to conduct outreach activities (for example, work-issued cell phone, laptop, tablet, printed materials, media, etc.). Note: Each MSFW outreach worker is required to have 40 contacts per week to include a minimum of five "quality" contacts of MSFWs per staff day. A quality contact is defined as an outreach contact with an MSFW where a reportable staff-assisted service is provided and documented.
 2. Describe the strategy for coordinating outreach efforts with the Farmworker Career Development Program local provider(s) as well as community service agencies and other farmworker groups. Include any agreements with these partners that outline these strategies.
 3. Complete the MSFW Outreach Goals attachment. Estimated total goals must match or exceed those outlined in the Unified Plan.
 4. Describe the strategy for increasing outreach worker training and awareness across one-stop partner programs, including Wagner-Peyser, WIOA Adult, Dislocated Worker and Youth, Vocational Rehabilitation, as well as Reemployment Assistance, to enhance assessment and referrals for MSFWs.

D. Services Provided through the One-Stop Delivery System:

1. Describe the process for providing the full range of career and training services to MSFW jobseekers through the one-stop delivery system.
2. Describe the process for providing the full range of services to agricultural employers, such as outreach to the agricultural industry, employer job orders and other business services. Include the process for marketing the Agricultural Recruitment System to employers and employer organizations.
3. Describe the strategy for marketing the Employment Service and Employment-Related Law Complaint System to MSFWs and farmworker advocacy groups.

E. Significant Multilingual Career Center Plan: Significant MSFW multilingual career centers where ten percent or more of MSFW participants are estimated to require service provisions in Spanish (or other languages) must provide services in the MSFWs' native language, such as job assistance. Describe how the language needs will be met at the significant center(s), including having bilingual/multilingual staff available.

F. Indicators of Compliance: Describe the process for meeting the Equity Ratio Indicators and Minimum Service Level Indicators.

Equity Ratio Indicators:

- Referred to employment
- Received staff-assisted career service
- Received staff-assisted career guidance services
- Received staff-assisted job search activities
- Referred to other Federal/State assistance

Minimum Service Level Indicators:

- Individuals placed in a job
- Median earnings of individuals in unsubsidized employment
- Individuals placed long term in non-agricultural jobs
- Outreach contacts per week (40 contacts per week)
- Processing of complaints

G. Public Comment: Provide an opportunity for public comment and input into the development of the local MSFW Outreach Plan from MSFW outreach workers, MSFW partners such as the Farmworker Career Development Program (FCDP) and agricultural employers. The period for comment should be at least 15 days but no more than 30 days. Describe the process used to provide an opportunity for public comment and ensuring that FCDP local provider(s) in the service area and other MSFW partners are made aware of this process. Provide an assurance that the MSFW outreach worker(s) have been afforded the opportunity to review and provide input into the development of the outreach plan.