MEMORANDUM

DATE: July 24, 2012

TO: Select Regional Workforce Board Executive Directors*

FROM: Lois A. Scott, Program Manager, Workforce Program Support

SUBJECT: Revised Migrant and Seasonal Farmworker Program Forms

The following Migrant and Seasonal Farmworker (MSFW) Program forms have been revised and/or updated:

- DEO Form 1659, now titled Migrant and Seasonal Farmworker Outreach Services Report, with instructions
- DEO Form 1303, Log of Daily Outreach Activities, with instructions
- Outreach Worker’s Log Review, which replaces the DEO Form 1301

These forms are available on the DEO website. Please share this memorandum with your local One-Stop Center staff. The new forms should be used immediately.

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

Attachments:
DEO 1659 Migrant and Seasonal Farmworker Outreach Services Report
DEO 1659 Instructions
DEO 1303 Log of Daily Outreach Activities
DEO 1303 Instructions
Outreach Worker’s Log Review

LAS/omr

*Distribution:
Kimberly A. Moore  Edward Peachey  Stacy Campbell-Dominick
Mary Helen Kress  Roger Hood  Richard Stetson
Steve Craig  Roderick Beasley  Joseph Paterno