|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Services to Migrant and Seasonal Farmworkers (MSFW)** | | | | | |
| **Reviewer Data** | | | | | |
| **1** | Reviewer name |  | | | |
| **2** | Date of visit **(first day on site)** |  | | | |
| **Career Center Information** | | | | | |
| **3** | Significant LWDB |  | | | |
| **4** | Location of Center |  | | | |
| **5** | Names of Center Supervisor and Outreach Specialist |  | | | |
| **MSFW Indicator of Compliance** | | **References** | **YES** | **NO** | **Comments/Notes** |
| **6** | Is the LWDB meeting the five required equity ratio indicators? | FG 03-040 |  |  | Equity Ratio Indicator(s) not met by  LWDB: |
| **7** | Is the LWDB meeting at least two of the three required minimum service level indicators? | **"** |  |  |  |
| **MSFW Services Through the Career Center** | | **References** | **YES** | **NO** | **Comments/Notes** |
| **8** | Are all front-line staff trained on the special  registration/application requirements for MSFWs (MSFW coding, full application, information of available services and 511N)? | 20 CFR 653.103; FG 03-  040; WIOA Unified Plan |  |  |  |
| **9** | Are MSFWs provided information and assistance with services in a language they can understand? | 20 CFR 653.103; WIOA  Unified Plan; FG 03-040 |  |  |  |
| **MSFW Outreach Services** | | **References** | **YES** | **NO** | **Comments/Notes** |
| **10** | Does the LWDB operate an MSFW outreach program in accordance with their Local Workforce Services Plan and Federal regulations (Required information and explanation of services provided during outreach, assistance offered, widespread information distribution, outreach activities and goals met)? | 20 CFR 653.107; Local  Workforce Services Plan |  |  |  |
| **11** | Is the MSFW outreach specialist position filled by staff who is (a) from a MSFW background, (b) bilingual in Spanish (or other language largely spoken by MSFWs in the service area), and/or (c) racially or ethnically representative of the MSFWs in the service area? | 20 CFR 653.107; FG 03-  040; WIOA Unified Plan |  |  |  |
| **12** | Is the MSFW outreach specialist position a full-time, year-round staff position? | **"** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **13** | Does the MSFW outreach specialist spend most of their staff time in the field conducting outreach? | 20 CFR 653.107; WIOA  Unified Plan; Local  Workforce Services Plan |  |  |  |
| **14** | Does the MSFW outreach specialist conduct a minimum of five quality contacts per day (monthly basis) | WIOA Unified Plan; Local Workforce Services Plan |  |  |  |
| **15** | Is the MSFW outreach specialist properly trained in local office procedures, including processing ES complaints and complaints regarding an Employment-Related Law? | 20 CFR 653.107; 20 CFR  653.113; 20 CFR 658.401416 |  |  |  |
| **MSFW Outreach Reports** | | **References** | **YES** | **NO** | **Comments/Notes** |
| **16** | Are Daily Outreach Logs completed accurately (Number of MSFW contacts with names of contacts (if available), and the services provided? | 20 CFR 653.107; FG 03-  040 |  |  |  |
| **17** | Are the applications and services provided recorded in Employ Florida? | **"** |  |  |  |
| **18** | Are Monthly Outreach Reports completed accurately, including name and address of places visited and a narrative report documenting outreach services provided to MSFWs? | **"** |  |  |  |
| **19** | Are Daily Outreach Logs and Monthly Outreach Reports submitted to the State Monitor Advocate by the fifth working day following the report month? | **"** |  |  |  |
| **20** | Are Outreach Logs and Monthly Reports kept on file for five years? | **"** |  |  |  |
| **Procedure and Documentation** | | **References** | **YES** | **NO** | **Comments/Notes** |
| **21** | Does staff document apparent violations when they observe, have reason to believe, or are in receipt of information regarding an Employment-Related Law or ES complaints? | 20 CFR 653.107; FG 03040; Employment Service  Complaint Resolution  System Handbook |  |  |  |
| **22** | Is the LWDB properly processing ES complaints and complaints regarding an employment-related law in accordance to Federal Law and State guidance? (y, n, x) | 20 CFR 658.410; FG 03040 |  |  |  |
| **Legend** | | | | | |
|  | **Data Collection Question** | | | | |
|  | **Finding Requiring Corrective Action -** Non-compliance with requirements contained in federal or state law, regulations, administrative code, guidance or other documents that may result in legal proceedings/fines or Federal Audit CAPs and/or skew performance reporting which may impact incentive dollars. May result in loss of future funding due to low numbers of participants and/or lack of required services. | | | | |
|  | **Other Noncompliance Issues Requiring Corrective Action -** Noncompliance conditions that may have been observed and documented by the monitors based on established law, procedures, or other authoritative guidance. Although these noncompliance conditions are considered low risk, they could potentially result in a higher risk finding. | | | | |