

Instructions for DEO-1659 “MSFW Outreach Services Report”

The career center location, MSFW outreach specialist and the month and year reporting on must be identified at the top.

Totals for report month in first column and cumulative totals for program year (July 1 – June 30) in second column.

A. Outreach Services

This section must accurately reflect the efforts of the local career center in assisting MSFWs through out-of-office contacts. This effort will include referral to other services, provision of career center services, and the giving of information concerning services available. Contacts at permanently established outstation points are not to be considered outreach contacts.

(A.1.) Best estimate of number of MSFWs in the area: This will be the peak number of MSFWs in the career center administrative area during the report period. It must be noted that this estimate would include both employed and unemployed MSFWs in the area. Career centers must seek input on the estimate from other agencies and consider the information provided.

(A.2.) Total number of MSFWs personally contacted through outreach: This item should be contacts with individuals during outreach who the career center employee construes to meet the migrant and/or seasonal farmworker definition. It is not necessary; however, to obtain in-depth information or conduct formal interviews in determining whether a person is to be considered a migrant and/or seasonal farmworker. The determination for this item will be based on the best judgment of the outreach worker or other associate based on information obtained in normal conversation. It must be noted that follow-up contacts in order to provide services or information to a migrant and/or seasonal farmworker may be counted as outreach contacts. This number will be a total of A.2.a. and A.2.b.

(A.2.a.) “Quality” outreach contacts: Enter the number of outreach contacts where a reportable supportive service was provided and documented.

(A.2.b.) Other outreach contacts: All other non-“quality” outreach contacts.

(A.3.) Number of staff days career center staff performed outreach: Enter the number of staff days expended in outreach activities by all career center staff. A staff day is defined as an 8-hour day. The number of hours recorded in Item #2 on the Log of Daily Outreach Activities, DEO-1303, should be totaled for the report month and divided by eight. For this item, the entry should be rounded to the nearest whole number.

(A.4.) Number of MSFW contacts by cooperating agency staff: Enter the number of MSFWs who were contacted by any cooperating agency and provided an explanation on available career center services, either verbally or written.

(A.5.) Approximate number of staff days cooperating agency staff performed outreach: Enter the approximate number of staff days cooperating agencies performed outreach for career center services. The outreach activities, however, do not have to be exclusively for career center services to be counted. This item should be reported in whole numbers.

(A.6.) Number of registrations/applications taken on MSFWs during outreach: Enter the number of new registrations and/or Wagner-Peyser applications taken on MSFWs during outreach.

(A.6.a.) Full applications: The number of registrations/applications taken during outreach which contained all the information required for MSFW applications, per federal regulations (see MSFW Desk Aid).

(A.6.b.) Partial applications: The number of registrations/applications taken during outreach which did not contain all the information required for MSFW applications, per federal regulations.

(A.7.) Number of MSFWs provided service: Enter the number of MSFWs provided with each reportable service during outreach in the categories below.

(A.7.a.) Referred to a job

(A.7.b.) Referred to supportive services

(A.7.c.) Received counseling/career guidance

(A.7.d.) Referred to training

(A.7.e.) Job development contacts

(A.7.f.) Other services

(A.7.g.) Follow-up contacts

(A.8.) Number of contacts with agencies that provide services to MSFWs: Enter the number of outreach visits to farmworker agencies/organizations.

B. Job Placements

(B.1.) Number of MSFWs placed on a job: Enter the number of MSFWs placed on a job through the career center's efforts.

(B.1.a.) Agricultural: Those that were placed on an agricultural job

(B.1.b.) Non-agricultural: Those that were placed on a non-agricultural job

C. Apparent Violations

(C.1.) Number of apparent violations observed: Enter the number of apparent violations observed by staff. This section will be a compilation of data entered on the Log of Apparent Violations, DEO-1300.

(C.1.a.) Referred to WHD: Number of apparent violations referred to the Wage and Hour Division

(C.1.b.) Referred to OSHA: Number of apparent violations referred to the Occupational Safety & Health Administration

(C.1.c.) Referred to other enforcement agencies: Number of apparent violations referred to other state or federal enforcement agencies

D. MSFW Complaints

(D.1.) Number of complaints received from MSFWs: Enter the number of complaints received from MSFWs through the Wagner-Peyser Complaint Resolution System during the report period.

(D.2.) Number unresolved 45 days after receipt: Enter the number of MSFW career center related complaints unresolved after 45 days. Do not, however, enter those which are awaiting additional information, enforcement agency determinations, or a hearing.