



## Local Operating Procedure

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| <b>SECTION:</b> Operations                          | <b>PROCEDURE#:</b> LOP16                 | <b>PAGE</b> 1 of 3 |
| <b>TITLE:</b> Migrant Seasonal Farmworker Procedure | <b>EFFECTIVE DATE:</b> February 18, 2021 |                    |

**DISTRIBUTION:** CareerSource North Central Florida Staff

**PURPOSE:** The purpose of this procedure is to provide information and guidance regarding Providing Services to Migrant Seasonal Farm Workers.

**REFERENCE:** Administrative Policy #96

### **Procedure:**

CSNCFL must provide the same equity of services to MSFWs as are provided to all other job seekers. This includes ensuring MSFWs have access to workforce development services in a way that meets their unique needs. CSNCFL staff must offer MSFWs the full range of career and supportive services, benefits and protections, and employment and training referral services. The USDOL-ETA established equity and minimum service level standards for MSFWs that must be met by states. The standards, designed to measure the level of equity and quality of services provided by a state (through its local CSNCFL staff) to MSFWs during the program year, are:

### **Equity Ratio Indicators**

- Referred to Jobs
- Received Staff Assisted Services
- Referred to Supportive Services
- Career Guidance
- Job Development Contacts

### **Minimum Service Level Indicators**

- MSFW's Placed in a Job
- Placed 50 Cents Above Minimum Wage
- Placed in Non-Ag Jobs Over 150 Days

Equity ratio indicators are controllable services and must be met by all CSNCFL staff. CSNCFL

staff must make an attempt to meet all minimum service level indicators, but significant MSFW center staff must meet at a minimum two. CSNCFL staff must meet a minimum of one minimum service level indicator. Data for these indicators can be found in the MSFW Indicators of Compliance (MIC) Report in Employ Florida Marketplace (EFM).

CSNCFL must determine whether or not a jobseeker is an MSFW, as defined in Section IV. Definition of Terms, and further described in the MSFW Desk Aid. MSFW customers with limited English proficiency must receive the language assistance necessary (free of charge) to afford them meaningful access to programs, services and information offered by the career center. Additionally, the services available through the CSNCFL shall be explained, including the Employment Service and Employment-Related Law Complaint System (Complaint System).

All MSFWs must be provided with:

- 1- A copy of the "Notice to Job Seekers" (Form DEO-511N) in their native language (available in Spanish and Creole) that provides a list of those available services.
- 2- A copy of the Farm Labor Rights brochure. This information must be provided, at a minimum, during the MSFW's first visit to the career center or contact with staff during outreach, and subsequently at each time of enrollment.
- 3- CSNCFL staff must also provide adequate staff assistance to MSFW's:
  - a. to register for services,
  - b. to access job order information easily and efficiently,
  - c. to receive referrals as needed.

### **MSFW Registration**

Upon registration or re-enrollment in EFM, MSFWs must be appropriately coded as seasonal or migrant farmworkers. It is recommended that staff do not change the MSFW code after enrollment during participation, unless the code was selected in error, so as to not affect compliance reporting.

MSFWs must have a full registration in EFM. However, a partial registration may be input for an MSFW after all benefits of a full registration have been explained and the MSFW elects not to complete a full registration. A case note should be entered explaining the reason for the partial registration.

When a partial registration has been input and the MSFW returns to the office seeking work or other job seeker services, a full registration should be completed at that time. Both full and partial registrations for MSFWs should include applicable information in the Farm Worker Information section.

The date that the MSFW received the Form DEO-511N should be entered in EF.

MSFW full registrations must contain:

- a) to the extent possible, the significant work history (at a minimum, 12 months), with a

description of the work performed; training, and educational background;

- b) desired employment;
- c) and a description of any training needs based on the desired employment.
- d) This information must be listed in the General Information and Background sections on the Personal Profile screen in EF.
- e) Associated crop codes based on work experience must be listed as well; these can be entered in a case note.
- f) Work applications must contain sufficient information to permit a thorough assessment of the job seeker's skills, knowledge, and abilities.
- g) The MSFW standards for required data apply to all job seeker intake processes that receive a staff assisted service.
- h) Based on the immediate needs of the MSFW or his/her family, and barriers to employment, referrals to supportive services must also be provided, as appropriate.

### **MSFW Desk Aid**

The MSFW Desk Aid serves as a convenient guide for determining the coding for MSFWs and the full registration requirements. CSNCFL employees who process applications for job seekers should maintain a personal copy of the desk aid, which can be accessed at <http://www.floridajobs.org/PDG/MSFW/MSFWDeskAid.pdf>.

### **Notice to Job Seeker – DEO 511N**

Federal regulation 20 CFR 653.103(c) requires CSNCFL staff to provide MSFWs with a list of employment services that are available to them. Form DEO-511N outlines the services that are available without an EF registration, and those services that require a full or partial EF registration. The Form DEO-511N must be provided to the MSFW in his/her native language and can be accessed through the following links:

[http://www.floridajobs.org/PDG/MSFW/511N\\_english.pdf](http://www.floridajobs.org/PDG/MSFW/511N_english.pdf)  
[http://www.floridajobs.org/PDG/MSFW/511N\\_spanish.pdf](http://www.floridajobs.org/PDG/MSFW/511N_spanish.pdf)  
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