

**Southwest Florida Workforce Development Board, Inc. /
CareerSource Southwest Florida**

Migrant and Seasonal Farmworker (MSFW) Outreach Plan

**Program Years 2016 -2019
Effective July 1, 2016 – June 30, 2020**

Submitted: 1st DRAFT – August 8, 2016
2nd DRAFT – November 7, 2016

Contact person: Mary Anne Zurn, Planning & Grants Division Director
(239) 225-2500, ext. 5229 mzurn@sfwdb.org

Approved by Senior Monitor Advocate, Minerva Figueroa: December 1, 2017

Table of Contents

A. Assessment of Need.....	3
B. Assessment of Available Resources.....	5
C. Proposed Outreach Activities.....	8
D. Services Provided through the One-Stop Delivery System.....	11
E. Significant Bilingual Office Plan.....	12
F. Indicators of Compliance.....	12
G. Public Comment.....	13
Attachments.....	15

- A. Assessment of Need: Must also 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, 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.**

Generally, the areas covered by the MSFW Outreach program are Glades County, Hendry County and eastern Collier County. MSFW Outreach may also include Lee County and Charlotte County, as requested by the CareerSource Southwest Florida (CSSWF) center or an employer.

Glades, Hendry and East Collier Counties are included in the Southwest Florida Promise Zone area. As part of a Promise Zone, the Southwest Florida communities will receive priority access to federal investments that further their strategic plans by focusing on building prosperity, high paying jobs, vibrant communities and global competitiveness. The Southwest Florida Workforce Development Board, Inc. has staff serving on the Promise Zone Education Task Force and the Economic Development Taskforce.

Hendry and Glades Counties and the community of Immokalee located in East Collier County are also included in the South Central Rural Area of Opportunity. Rural Areas of Opportunity (RAOs) are defined as rural communities, or a region composed of rural communities, that have been adversely affected by extraordinary economic events or natural disasters. The designation of an ROA allows the Governor to waive the criteria of certain economic development incentives.

The area served by the Significant MSFW CSSWF centers of Immokalee and Clewiston include a significant number of MSFWs which fluctuates in density per the Department of Economic Opportunities Labor Market Information Census data for 2015, from a labor pool estimate in peak season of 10,900 to 4,400 during the off season. During the past several years the level of agricultural activity has decreased. It is anticipated that activity will continue on this slightly downward trend during the next five years per the Employment Projections Data from the Florida Department of Economic Opportunity (DEO) Statistical Data Center which indicates Agricultural Worker occupations in Southwest Florida are anticipated to decrease to 7,625 by 2023. Per the Collier and Hendry County Farm Bureau reports the number one crop in both counties is citrus. As the majority of citrus workers are recruited and hired through H-2A visa programs in the Clewiston and Immokalee areas, our MSFW Outreach workers have experienced a decrease in farmworker families that meet United States citizenship or employment authorization requirements creating an added challenge to meet program goals. Extracted from the Employ Florida Marketplace system, the Alien Labor Certification H-2A job openings for the period of July 1, 2015 through June 30, 2016 totaled 3,753 in Southwest Florida of which 1,551 were in Collier County and 912 were in Hendry County.

The November 7, 2014 Farm Labor Trends and Multifamily Housing Demand in Florida report provided for Florida Housing Finance Corporation by Shimberg Center for Housing Studies indicates the demand for farmworker family housing has fallen. A waiver has been requested by four Southwest Florida Housing developments to rent units set aside for farmworkers to other low-income households. This would result

in an elimination of 290 family units originally set aside for farmworker families. There are various factors contributing to the decreased demand for farmworker family housing families in Southwest Florida. These include economic conditions, recent cold winter weather conditions, shifts in type of crops produced in the area, immigration status and the increase of the use of H-2A visa single migrant workers. To further document the decline in the need for farmworker family housing, in April 2013, single H-2A visa workers and some families are provided temporary housing in Southwest Florida labor camps licensed by county departments of health for an occupancy level of 7,844 in Lee and Collier County.

Collier County:

According to the University of Florida (UF)/Institute of Food and Agricultural Sciences (IFAS) 2013 Economic Impacts Study for Collier County, agricultural and industry related jobs totaled 49,069 or 25% of the total employed. Revenues generated by the agriculture industry in Collier County totaled \$2.48 billion.

The Collier County Farm Bureau 2012 Census of Agriculture reports 123,608 acres of land in farms of which 66,995 acres were dedicated to crop production. The number of farms in Collier County showed a slight decline of 1% in comparison to the 2007 Census of Agriculture Report. However, land in farm acreage increased by 12% or 13,674 acres. The 2012 Collier County crop sales were estimated at \$198 million representing 98% of the agricultural products sold.

Top Crop Items in Collier County reported by the Collier County Farm Bureau include oranges, all; vegetables harvested, and tomatoes.

The peak season specific crops grown in Collier County:

Crop	Peak Season
- Oranges, All	October - April
- Specialty Citrus	October - April
- Tomatoes	November - May
- Bell Peppers	November - May
- Watermelons	April - June

Estimated Collier County Farmworker Labor Pool:

Per the Department of Economic Opportunities Labor Market Information Census data for 2015, and input from the MSFW Outreach Worker, the Collier County agricultural labor pool estimates in peak season are 6,200 and during the off season 1,900.

Hendry County:

According to the University of Florida (UF)/Institute of Food and Agricultural Sciences (IFAS) 2013 Economic Impacts Study for Hendry County, agricultural and industry related jobs totaled 16,308 or 87% of the total employed. Revenues generated by the agriculture industry in Hendry County totaled \$1.15 billion. The Hendry County Farm Bureau 2012 Census of Agriculture reports 495,734 acres of land in farms of which 262,243 acres were dedicated to crop production. The number of farms operating in Hendry County showed a decline of 6% in comparison to the 2007 Census of Agriculture Report. However, land in farm acreage increased by 7% or 30,671 acres. Hendry County crop sales equated to approximately \$478 million representing 96% of the agricultural products sold.

Top Crop Items in Hendry County reported by the Collier County Farm Bureau include citrus, all, sugar cane and vegetables harvested.

The peak season specific crops grown in Hendry County:

Crop	Peak Season
- Oranges	October - April
- Specialty Citrus	October - April
- Tomatoes	November – May
- Snap Beans	November - April
- Sugar Cane	November - February
- Sweet Corn	November - June
- Cucumbers	December - April
- Watermelons	April - June

Estimated Hendry County Farmworker Labor Pool:

Per the Department of Economic Opportunities Labor Market Information Census data for 2015, and input from the MSFW Outreach Worker, the Hendry County agricultural industry labor pool estimates in peak season were 4,700 and during the off season 1,000.

MSFW Challenges: Resources most needed by MSFWs include job referrals and supportive services such as employment, training, language and housing. Medical services and child care as also needs of the MSFWs in the area.

Employer Challenges: Employers need job applicants meeting the qualifications of the available positions. The agricultural employers may also need assistance with preparing I-9s.

B. Assessment of Available Resources:

Resources available to meet the specific needs of the MSFWs and agricultural employers include:

The District School Board of Collier County, Hendry County District Schools and Glades County School District offer English for Speakers of Other Languages (ESOL) and other educational assistance through their Adult Education programs throughout the rural areas.

In the Immokalee area, available resources for other supportive services include organizations such as Catholic Charities and the Guadalupe Center for assistance with food and clothing, the Homeless Coalitions for assistance to the homeless, and the Redlands Christian Migrant Association (RCMA) for assistance with after school programs. The Amigo Center in Immokalee provides emergency food and clothing in addition to English and Literacy classes.

In the Clewiston area, resources are more limited. Food and clothing is available through the local Catholic churches and Goodwill Industries. Assistance with utility bills is available through Community Action (located at Goodwill).

Job Referrals:

The CSSWF center staff refers MSFWs to agricultural and other job orders. Staff will also provide assessments to determine other career services needed.

Training – Career and Language:

The Farmworker Career Development Program (FCDP) of Collier/Hendry County is operated by Collier County School District through the Immokalee Technical College (iTECH). A cross-referral process insures that farmworkers receive all Workforce Innovation and Opportunity Act (WIOA) services from the CSSWF center and the FCDP. Services are provided based on the Individual Employment Plan (IEP) which career managers on both ends are able to coordinate, as needed. The FCDP representative recruits onsite at the CSSWF center in Immokalee. Although no dollars are exchanged for office space rental or services, the FCDP representative provides case management of the farmworkers and Career and Training services based on the IEP. The Southwest Florida Workforce Development Board provides the office space, as needed, for onsite recruiting at the CSSWF centers serving Collier, Lee, Hendry, Glades Counties, Collier and Lee counties. Services provided by the Centers include job referrals, WIOA-funded Career and Training services, translation services for Spanish and Creole speaking customers, employability workshops and provision of labor market information. Ready-to-Work testing and direct placement services may be provided by the FCDP representative, other (iTECH) staff or the CSSWF centers. In addition to onsite referrals, cross-referrals are made by telephone.

CSSWF coordinates with Glades County School District, Collier County Public Schools and Hendry County School Board for ESOL classes. Memoranda of Understanding (MOUs) have recently been completed with all three of these school districts' Adult Education departments. The MOUs are also included in their Adult Education and Family Literacy Project Applications.

Many activities, to include occupational skills training, for MSFWs are collaborative efforts between the CSSWF Florida center staff and the Farmworker Career Development Program (FCDP) staff located at iTECH. Per the local FCDP, the majority of the MSFW population attending school is entering the construction industry and consists of younger age groups. Recruiting for the FCDP has been challenging during the past two years as a large number of farmworkers in the area are hired under the H-2A visa program.

Destination Graduation – In collaboration with the school districts, our Destination Graduation project provides intensive drop-out prevention services to in-school youth. The goal is to decrease high school drop-out rates. These students are provided mentoring, homework assistance, peer tutoring, fun after-school opportunities, summer employment opportunities, employability skills training, career development, life skills development, field trips, guest speakers, parent involvement and other activities and services.

For GED Preparation classes and testing, MSFWs may be referred to the Adult Education programs with the school districts. The Glades County School District provides postings and brochures in English and Spanish.

Other sources for training assistance include the Coalition of Florida Farmworker Organizations (COFFO) and the Immokalee Multicultural Multipurpose Community Action Agency, Inc. (IMMCAA).

Starting with the 2016 – 2017 school year, the Glades County School District will partner with us, along with the local business community and the Glades County Board of County Commissioners to add a citizenship class to their offerings. This program will be held at the new Gateway Logistics and Manufacturing Training Center in Glades County and will include English/Family Literacy and Citizenship components. The program will allow students the opportunity to apply for United States citizenship and pass the required Citizenship Test. Recruitment for the citizenship classes will include visits with local business leaders and community members.

Strategic projects for the area include a new international airport in Clewiston which could become Florida's next big air freight hub and the Gateway Logistics and Manufacturing Training Center mentioned above. Located in Moore Haven, the Center is a 770+ acre planned industrial and commercial campus of logistics, distribution and mixed-use facilities. The goal of the center is to provide training in high-demand skilled trades to the underemployed or unemployed.

Additional resources are as follows:

Child Care: The Early Learning Coalition of Southwest Florida for coordination of child care in Collier, Glades, Hendry and Lee Counties; Redlands Christian Migrant Association (RCMA) offers after school programs;

Clothing: Assistance for clothing and diapers is provided by the Immokalee Friendship House; Catholic Charities, and Amigo Center.

Domestic Violence Shelter and Counseling: Shelter for Abused Women & Children for Collier County; the Abuse, Counseling and Treatment (ACT) Shelter for Hendry, Glades counties.

Food Assistance: Food assistance is available from IMMCAA, The Immokalee Friendship House, The Salvation Army, COFFO, Catholic Charities and Amigo Center.

Housing: Rental assistance is available is available from the Housing Authority Farmworker Housing, Section 8; IMMCAA, the Salvation Army, Catholic Charities. The Immokalee Friendship House provides temporary shelter.

Legal Aid: Legal aid is available from the Immokalee Outreach Office Legal Aid Services. Florida Rural Legal Services – Fort Myers serves the communities located in Charlotte, Glades, Hendry, and Lee counties.

Medical Services: The Florida Department of Health provides health related assistance and counseling in the communities of Immokalee, Labelle, Moore Haven and Clewiston.

Prescription Assistance: Catholic Charities offers a prescription program.

Transportation: For Hendry and Glades counties, transportation may be coordinated with Good Wheels. Collier County Public Transit & Neighborhood Enhancement (PTNE) Division administers the Collier Area Paratransit (CAP) system for Immokalee.

Utility Assistance: Utility assistance is offered by IMMCAA; Salvation Army; COFFO; Catholic Charities.

Employers Services: CSSWF Florida staff provides referrals of MSFW candidates matching hiring requirements and assistance with the I-9 process when requested.

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 phones, laptops, tablets, printed materials, media, etc.). Note: Each MSFW outreach worker is required to have 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.**

The MSFW Outreach Specialists for Immokalee and Clewiston contact MSFWs according to the final guidance on Wagner-Peyser (W-P) Migrant Seasonal Farmworker Registration and Agricultural Employer Services Procedures. MSFWs that are unemployed and/or seeking new jobs are visited at their working, living or gathering areas. The MSFW Outreach Specialists are bilingual in Spanish, the language most often used in the Immokalee and Clewiston MSFW populations. The Specialists explain services available through the One-Stop centers, employment opportunities, training, supportive services, the complaint system, including the Florida Farmworker Helpline, farmworkers' rights, and other organizations serving MSFWs in the area. MSFWs are encouraged to visit the centers for a full range of services. The MSFW Outreach Specialist assigned to the Hendry County Clewiston service area also provides services to the MSFWs living and working in the vicinity of the CSSWF Hendry County Labelle satellite office.

Tools used to conduct outreach include the Services to Migrant and Seasonal Farmworkers (MSFW) through One-Stop Centers (511-N) information sheet which is available in English, Spanish and Haitian Creole. The "Your Rights as a Florida Farmworker" brochure provided by the Florida Department of Business and Professional Regulations is distributed to farmworkers during outreach contact by MSFW Outreach Specialists. The Outreach Specialists often distribute brochures and handouts from local social service agencies that pertain to the immediate needs of MSFWs such as inoculations for children, food resources, shoes for children, and how to protect yourself from mosquitoes. Labor market information regarding occupations in demand is provided, as appropriate. Additional brochures/flyers provided to meet secondary needs of MSFWs may include information on English for Speakers of Other Languages (ESOL) classes, training and employment.

The MSFW Outreach Specialists are provided with cell phones and a laptop to use while performing outreach activities out of the office. To allow for internet access, an internet air card has been provided to the MSFW Outreach Specialist assigned to the Immokalee area. The Clewiston MSFW Outreach Specialist tested the internet air card and it was determined internet availability with the card is not sufficient in the rural Hendry County area to permit online activities to be completed while working in these remote areas.

The MSFW Outreach Specialists in Immokalee and Clewiston complete the Log of Daily Outreach Activities. This log is the documentation of organizations visited, MSFWs contacted and services referred to or provided.

Under the supervision of the Center Supervisor, the MSFW Outreach Specialists prepare an MSFW Outreach Plan annually. The plan projects activities, contacts and estimated hours. The plan includes a focus on farmworkers and a focus on employers. The focus on farmworkers includes visits to organizations, stores or other areas where they live, work and congregate. The focus on employers affirms the commitment to promoting the hiring of MSFWs in non-agricultural businesses.

- 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.**

The Memorandum of Understanding (MOU) between the Southwest Florida Workforce Development Board/Career Source Southwest Florida and the Collier County School District's Immokalee Technical College in support of joint efforts of our Outreach Specialists, other Center staff and the local operator of the Farmworker Career Development Program (FCDP) of Florida. Joint efforts with this and other community organizations will include referrals to job orders, job developments, assistance with education and referrals to supportive services.

The CSSWF Florida MSFW Outreach Specialist coordinates outreach efforts with FCDP to avoid duplication of efforts and services by targeting different areas farmworkers and their families may be congregating. An example is the FCDP targets the educational provider meetings to outreach to the MSFW parents attending the school events with their child(ren). The CSSWF MFSW Outreach Specialist reaches out the MSFW workers where they customarily congregate before and after work, or at the work sites with employer permission. The FCDP and CSSWF have a cross referral process to refer, engage and provide MSFWs and their families an array of employment and career development services.

See ATTACHMENT A – MOU for FCDP

ATTACHMENT B – MOU with IMMCAA: The Immokalee Multicultural Multipurpose Community Action Agency, Inc. (IMMCAA) assists low-income residents in becoming self-sufficient through education and job training that leads to living wage employment.

3. Complete the MSFW Outreach Goals attachment. Estimated total goals must match or exceed those outlined in the Unified Plan.

After a review at the Regional level, the MSFW Outreach Specialists Quality Contacts Outreach Goals have been revised taking into consideration the unique challenges of the service areas caused by the decline of MSFW workers and the increase of the H-2A Visa program workers. Additional factors considered include the available staff days, earned staff time off, scheduled staff training and required travel time in rural service areas. The Quality Contacts Goals have been adjusted to ensure an increase in Quality Contacts completed occurs in comparison to PY 15-16 outcomes. The amended Quality Contact Goals for each significant MSFW center is described below.

Clewiston:

After a review at the Regional level, the Quality Contact Outreach Goal has been revised for significant MSFW office located in the Clewiston center from 950 to 700 due to the decline of MSFW workers and the increase of the H-2A Visa workers in the service area. See Attachment D.

Immokalee:

After a review at the Regional level, the Quality Contact Outreach Goal has been set for significant MSFW office located in the Immokalee at 1,250. See Attachments C.

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.

The MSFW Outreach Specialists and all CSSWF staff are included in cross-training from the standpoint of sharing information on these programs as well as learning the basics of the array of programs offered through the Centers and outside the Centers. Programmatic cross-training is a continuous process in order to be able to offer a more integrated plan of service. Training will include information on Workforce Innovation and Opportunity Act (WIOA), Welfare Transition (WT)/Temporary Assistance for Needy Families (TANF), Job Corps, business services, resource rooms, workshops, MSFW, Trade Adjustment Assistance (TAA), Veterans, and Wagner-Peyser programs. For the purposes of referring participants to other support services, training will also include information on vocational rehabilitation, GED programs, ESOL, childcare and transportation.

An Agriculture (AG) Employer and Farmworker team has been created to include staff from each of the five CSSWF centers as well as the Immokalee and Clewiston MSFW Outreach Specialists. The purpose of the Regional team is to help staff better understand how to accurately provide employer services to include I-9 processing and 516 Certifications. The AG team non-MSFW Outreach Specialist members learned of the requirements of the MSFW Outreach Specialist responsibilities, the MSFW Outreach Plan and the Minimal Indicators of Compliance (MIC) report requirements. The MSFW Outreach Specialist learned more of programs and services. This team approach helps the Region's staff work more cohesively to meet the needs of the farmworkers and agricultural employers.

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.**

Centers offer the full array of integrated workforce development programs and services to job seekers and employers, to include the provision of foundational and career and training services. The services may be provided and documented throughout the One-Stop, in resource rooms, customer service areas, team areas, or individual staff desks.

Initially the MSFW shall complete full Wagner-Peyser application to identify their knowledge, skill abilities and work history. When career guidance services are provided to an MSFW, interests are discussed and labor market information is provided. If the MSFW would benefit from and desires additional career services and training services, the MSFW may be provided referrals to career and training services based upon his or her unique needs. Career and training referrals may include referral to employability skills workshops, referral to the CSSWF WOIA program to explore local language courses, General Equivalency Diploma, vocational training programs, on-the-job training or internship opportunities.

- 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 efforts to market the Agricultural Recruitment System to employers and employer organizations.**

Employer services are coordinated throughout the CSSWF centers. The MSFW Outreach Specialist makes contacts specifically for MSFWs. Recruiting agreements are discussed with new employers. Many employers schedule interviews at the CSSWF centers but with Internet and e-mail, most employers choose to use electronic means to secure résumés and applications. This makes it unnecessary to have walk-in jobseekers go to the One-Stop Center for prescreening and subsequent referral to the employer as job openings arise. If an employer wishes to establish a recruiting agreement with a Center, a written agreement will be prepared outlining the responsibilities of each party. Recruiting agreements are in place for employers seeking the CSSWF assistance in completing the I-9 process, 516N Certifications, and recruitment and hiring events within our facilities or at a site designated by the employer.

- 3. Describe the strategy for marketing the Employment Service Complaint System to MSFWs and farmworker advocacy groups.**

The MSFW Outreach Specialists explain the employment services available through the CSSWF centers to include Equal Opportunity information, farm worker's rights and the complaint system procedures to MSFWs, during field contacts at gathering areas, labor camps and when MSFWs visit a CSSWF office. The MSFW Outreach Specialist provides complaint system information during presentations to farmworker advocacy groups during staff meetings, community advisory meetings, and interagency meetings.

- E. **Significant Bilingual Office Plan:** Significant MSFW 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 bilingual staff available.

The MSFW Outreach Specialists are bilingual English/Spanish and relate well to the community. Most Center staff members in Immokalee and Clewiston are bilingual English/Spanish and very experienced in assisting the MSFW population with their employment needs. Although not noted as a significant MSFW population, currently two staff persons are bilingual English/Creole. Forms and informational notices are available in English/Spanish/Creole.

Local Workforce Development Board (LWDB) 24's Procedures Manual for the Centers includes a list of bilingual staff and specifies that persons with limited proficiency in English language will be provided appropriate assistance and reasonable accommodations necessary to afford such persons equal opportunity to access and benefit from the services and programs administered by the One Stops. If needed, assistance for persons with limited proficiency in English may also include arranging for or contracting interpreters. The Procedures Manual also includes the following:

Assistance for persons with limited proficiency in English may include:

- a.) Hiring bilingual staff
- b.) Hiring staff interpreters
- c.) Using volunteer staff interpreters
- d.) Arranging volunteer community interpreters
- e.) Contracting outside interpreter-services
- f.) Telephone interpreter services such as the AT&T Language Line

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

Equity Ratio Indicators:

- Referred to employment
- Referred to supportive services
- Received staff-assisted services
- Job development contacts
- Career Guidance

Minimum Service Level Indicators:

- Placed in a job
- Placed \$0.50 above minimum wage
- Place in long term non-agricultural jobs

Region 24 strives to serve farmworkers with the same equity of services as provided to non-farmworkers. The Equity measures established are referred to jobs, provided some service, referred to supportive services, counseled, and provided job development. The minimum service level is MSFWs placed in a job at fifty cents above minimum wage and placed in non-agricultural jobs lasting over 150 days. Staff ensures

that MSFWs receive the assistance and services necessary to secure employment. To ensure Equity Ratio Indicators and Minimum Service Level Indicators are met, staff will provide seated interviews for MSFWs, if desired, and will complete a full application and assessment.

The Southwest Florida Workforce Development Board will ensure sufficient oversight is provided to assist Wagner-Peyser staff in their efforts to achieve the minimum service level indicators outlined below are achieved.

- Job search assistance and placement
- Registration assistance
- Testing
- Counseling
- Training opportunities
- Referrals to supportive services
- Job development
- Referrals to other organizations that serve migrant and seasonal farmworkers
- Complaint resolution
- Farmworker rights and labor law information

This oversight will include adherence to policies and procedures as established by the Department of Economic Opportunity regarding the aforementioned goals. The Minimum Indicators of Compliance (MIC) Report is reviewed bi-weekly by the Programs Division Director, Quality Assurance Program Manager, Center Supervisor and the MSFW Outreach Specialists to ensure the MSFW significant centers are continuously progressing to achieve the goals. The significant MSFW center staff is aware the MIC outcomes are the responsibility of the cohesive center team.

- 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.**

Input for the development of the MSFW Outreach Plan was solicited from our Migrant Seasonal Farmworker (MSFW) Outreach Specialists, the Center Supervisor and other staff in the Immokalee and Clewiston centers. Discussions with the local Farmworker Career Development Program (FCDP) were also incorporated into the first draft. The draft Plan was then uploaded to our website at www.careersourcesouthwestflorida.com, under Public Notice. A Notice for Public Comment was provided to all five counties to be posted at county buildings from July 22, 2016 through August 8, 2016. These efforts will provide access to other MSFW partners and agricultural employers throughout the region. The draft Plan was emailed to our One-Stop Leadership Team, the Center Supervisor, the Outreach Specialists, and the Farmworker Career Development Program (FCDP). In addition, the draft was

emailed to MSFW partners and agricultural employers to include the Amigo Center, Coalition of Florida Farmworker Organizations (COFFO) and the Immokalee Multicultural Multipurpose Community Action Agency, Inc. (IMMCAA). All were invited to comment on the Draft MSFW Outreach Plan.

Throughout the year, Board and Committee members discuss and make recommendations to Board staff regarding programs and services. The involvement of the Board and its Committees in the development of the Plan ensures that members have an opportunity to decide locally, but within required guidelines, how programs and services are provided in LWDB 24.

Comments received during the public comment period:

Comment: From the CSSWF Center Supervisor: "I noticed that the Amigos center in Immokalee needed to be added to the plan. They provide emergency food and clothing in addition to English and Literacy classes."

Response: Information added in the Assessment of Available Resources section of the Plan on 7/26/16.

Comment: Additional input from Outreach Workers regarding peak and off seasons.

Response: Information added in the Assessment of Need section of the Plan on 7/28/16.

ATTACHMENTS

ATTACHMENT A – Farmworker Jobs and Education Program MOU

ATTACHMENT B – Immokalee Multicultural Multipurpose Community Action Agency, Inc. (IMMCAA) MOU

ATTACHMENT C – Migrant and Seasonal Farmworker (MSFW) Outreach Goals for Immokalee

ATTACHMENT D – Migrant and Seasonal Farmworker (MSFW) Outreach Goals for Clewiston

**Memorandum of Understanding between CareerSource Southwest Florida
and
Farmworker Career Development Program Of Collier/Hendry County**

This Memorandum of Understanding (MOU) sets forth the terms of the agreement for cooperation and collaboration between CareerSource Southwest Florida (hereinafter referred to as "CSSWF") and Farmworker Career Development Program of Collier/Hendry County (hereinafter referred to as "FCDP") for the delivery of services provided by both entities as outlined in the Workforce Innovation and Opportunity Act (WIOA - Section 167) and the (Florida) Workforce Innovation Act of 2000, and to establish standards of performance through Federal, State, and locally required guidelines.

I. Purpose of this Agreement

- a. Establish the organizational framework to integrate the delivery of program services delivered by the FCDP into the CSSWF system.
- b. Satisfy the requirements contained in the Workforce Innovation and Opportunity Act (WIOA) for a Memorandum of Understanding between CSSWF and the FCDP to provide program career services in a coordinated, seamless, and customer-friendly manner within the locally established CSSWF service delivery system.
- c. Support the Migrant/Seasonal Farmworkers in obtaining training, financial support, and career development or placement in a career.

II. Services

CSSWF maintains centers throughout Local Workforce Development Area (LWDA) Region 24, which includes centers in Collier, Lee, Hendry, Charlotte, and Glades counties. FCDP has two centers, one in LaBelle, Hendry County and one Immokalee, Collier County. Services will include the following:

a. CareerSource Southwest Florida

- Referral of qualified candidates to the FCDP, and access to other programs, activities, and support services provided by various partners.
- Referrals for more intensive training and support services may be extended to individuals with special needs and barriers to employment.
- FCDP customers may explore work preparation and career development services, and have access to information on a range of employment, training, and adult and occupational education programs both on-site and through electronic systems such as the Employ Florida (EF).
- FCDP customers have access to career, skill, employment, and training information to obtain the services and skills they need to enhance their employment opportunities, based on their individual needs. CSSWF will provide placement support opportunities for FCDP participants when appropriate.
- CSSWF will provide one member to serve on the FCDP Advisory Board.
- Other services include: resume preparation/interview techniques, job placement assistance, workshops, and access to computers, fax, copier, and phones for job search.

**Memorandum of Understanding between CareerSource Southwest Florida
and
Farmworker Career Development Program Of Collier/Hendry County**

Farmworker Career Development Program

Provides services through Immokalee Technical College by offering:

- Outreach, intake, orientation, eligibility determination, assessment, and counseling, as well as emergency services and referrals for farm workers to CSSWF.
- Assessments of customer using various means—TABE, My Career Shines and CASAS.
- Career determination and development of an individual employment plan for eligible farm workers.
- Support for training services, which may include ESOL, GED, or Post-Secondary Certificate programs, will be made available through the most appropriate facility in the Region 24 area.
- Communication of job development services, prior to participant hire, to CSSWF to facilitate data entry into EF (Employ Florida).
- Provide CSSWF quarterly with FCDP participant list of those who will exit a PSAV or GED program and are ready for employment.

b. Joint Services

- i. CSSWF and FCDP staff will work together to build training and placement plans for co-enrolled participants.
- ii. CSSWF and FCDP have created/developed a referral process to share participants and resources and to better communicate between each organization's programs.
- iii. CSSWF and FCDP will use EF as the shared database system.

Both the CSSWF and the FCDP are governed by their respective legislative mandates under WIOA, specific program mandates and directives and the parameters of the subsequent funding received from third party sources to benefit the participants. Either party may make changes to these arrangements within 30 days via written notice.

In WITNESS WHEREOF, the Board and the Partners have made this Agreement on 4/1/2017. The term for this MOU is From July 1, 2017 to June 30th, 2018

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
dba CareerSource Southwest Florida

By:  _____
Joseph Paterno, Executive Director

FARMWORKER CAREER DEVELOPMENT PROGRAM

By:  _____
Dorin Oxender, Director

MEMORANDUM OF UNDERSTANDING

Between the

IMMOKALEE MULTICULTURAL MULTIPURPOSE COMMUNITY ACTION AGENCY, INC.

And the

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.

I. PURPOSE

The mission of the Immokalee Multicultural Multipurpose Community Action Agency Inc. (IMMCAA) is to assist the low-income residents of Collier County in becoming self-sufficient through education and job training that leads to living wage employment. In partnership with the public and private sectors of the community, the IMMCAA serves as a catalyst in providing the necessary services to those residents. The Southwest Florida Workforce Development Board, Inc. (SFWDB) and its CareerSource Southwest Florida centers have significant capabilities in providing access to employment, education and training services to residents in need. Therefore, wherever possible and mutually beneficial, the IMMCAA and SFWDB will seek to collaborate on efforts to provide these services to the eligible residents of Collier County. This Memorandum of Understanding (MOU) sets forth the basic principles and guidelines under which the parties will work together to accomplish these goals.

II. IMPLEMENTATION OF AGREEMENT

- (a) In order to enable close and effective collaboration, it is agreed that the scope of cooperative activity will be reviewed annually. The managers shall meet on a regular basis to discuss and direct activities conducted under the MOU.
- (b) The managers shall obtain appropriate express written agreement by the IMMCAA and the SFWDB on each significant activity to be undertaken pursuant to the MOU - including consensus on the scope of work; deliverables (if any) and delivery dates; anticipated products and outcomes; periods of performance; levels of funding and resources to be provided for each activity by the parties; and any other appropriate and necessary aspects of mutual activities.
- (c) Costs associated with the participation of the IMMCAA and the SFWDB shall be subject to the availability of appropriated funds and designated personnel of each party, or the approval of other sources of funding. Funding for, and resources allocated to each significant activity undertaken pursuant to this MOU shall be arranged in accord with the applicable implementing agreement of the parties required in the above paragraph II (b).
- (d) Cost associated with participation by the IMMCAA clients who use the SFWDB facilities and resources will be provided through IMMCAA. Prior to any cost being levied against SFWDB, a written consent will be obtained.
- (e) The managers shall seek to resolve any dispute concerning the MOU through good-faith discussions.

III. EFFECTIVE DATE

This MOU is effective upon signature of the parties and will remain in effect unless terminated as provided under Article V.

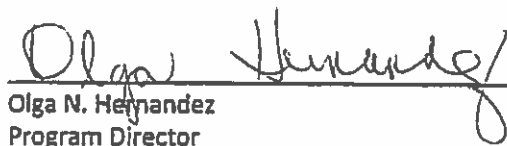
IV. AMENDMENTS

This MOU may be modified or amended by written agreement among the parties hereto. Additionally, any terms or conditions involving the IMMCAA and SFWDB not stated in this MOU but expressly agreed to in a future MOU signed by the appropriate parties is considered integrated into this MOU.

V. TERMINATIONS

This MOU may be terminated at any time by mutual agreement of both parties. Termination would affect only the pursuit of new projects under the MOU. Projects underway will be governed by the specific individual agreement anticipated above.

AGREED TO BY:



Olga N. Hernandez
Program Director
IMMCAA, Inc.



Joe Paterno
Executive Director
Southwest Florida Workforce Development Board, Inc.

On this date: 8-19-15

PY 2016 - PY 2019 MSFW Outreach Goals

IMMOKALEE

ACTIVITY	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
FOCUS ON FARMWORKERS												
Visits to MSFWs at labor camps, work sites, gathering areas, etc.	67	67	67	67	67	67	67	67	67	67	67	67
Presentations to groups of MSFWs (migrant education/Head Start parent meetings, ESL classes, churches, etc.)			1						1			
Visits to staff/staff meetings at organizations which serve MSFWs	2		2	2	2	1	3	1	2	2	2	
Attending MSFW interagency “councils”	1		1		1		1		1		1	
Regular outstation visiting/intake				2		2		2				
Other MSFW outreach activities*		1		1		1				1		
FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs												
Visits to agricultural businesses	20	20	20	20	20	20	20	20	20	20	20	20
Visits to non-agricultural businesses	7	7	7	7	7	7	7	7	7	7	7	7
Presentations to meetings/groups of employers						1				1		
Other employer focused activities to promote hiring MSFWs (such as job fairs)		2	2				2	2		2	2	
Estimated outreach hours in month	80	96	120	128	128	128	128	128	152	128	144	120
Estimated number of MSFW outreach contacts ^ by month	90	130	192	192	192	192	192	192	228	192	216	192
Estimated number of MSFW quality outreach contacts ^ by month	68	81	101	108	108	108	108	108	129	108	122	101

* Festivals, radio and other special events

^ Outreach contact estimates are the number of potential MSFWs spoken to through/during outreach; not estimated number of registered MSFWs.

Estimated total outreach time for the 12 months:1480 hours; 80% of staff time

Estimated total outreach contacts for the 12 months:2200

Estimated total quality outreach contacts for the 12 months: 1250

Number of individual staff estimated to participate in outreach for the 12 months: 1

Estimated number of: Ag Job Orders: 39 Ag Positions: 3120 Ag Positions Filled: 2170

**PY 2016 - PY 2019 MSFW Outreach Goals
 CLEWISTON**

ACTIVITY	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
FOCUS ON FARMWORKERS												
Visits to MSFWs at labor camps, work sites, gathering areas, etc.	25	25	44	44	52	52	52	52	52	52	52	33
Presentations to groups of MSFWs (migrant education/Head Start parent meetings, ESL classes, churches, etc.)												
Visits to staff/staff meetings at organizations which serve MSFWs												
Attending MSFW interagency “councils”			1	1	1	1	1	1	1	1		
Regular outstation visiting/intake	1	1	1	1	1	1	1	1	1	1	1	1
Other MSFW outreach activities*										1		
FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs												
Visits to agricultural businesses		1	1	1	3	3	3	3	3			
Visits to non-agricultural businesses												
Presentations to meetings/groups of employers												
Other employer focused activities to promote hiring MSFWs (such as job fairs)												
Estimated outreach hours in month	80	96	120	128	128	128	128	128	152	128	144	120
Estimated number of MSFW outreach contacts ^ by month	90	130	192	192	192	192	192	192	228	192	216	192
Estimated number of MSFW quality outreach contacts ^ by month	38	45	57	61	60	61	60	61	72	60	68	57

* Festivals, radio and other special events

^ Outreach contact estimates are the number of potential MSFWs spoken to through/during outreach; not estimated number of registered MSFWs.

Estimated total outreach time for the 12 months: 1480 hours; 80% of staff time

Estimated total outreach contacts for the 12 months: 2200

Estimated total quality outreach contacts for the 12 months: 700

Number of individual staff estimated to participate in outreach for the 12 months: 1

Estimated number of: Ag Job Orders: 17 Ag Positions: 1201 Ag Positions Filled: 280