

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



**Migrant and Seasonal Farmworker (MSFW)  
Outreach Plan**

**Program Years 2024 - 2028  
Effective July 1, 2024 – June 30, 2028**

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**A. Assessment of Need: Must include a review of the agricultural and MSFW activities 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, transportation, health, language, and housing. Summarize the agricultural employers' needs as well. The information should consider data supplied by the Farmworker Career Development Program (FCDP) grantee partner(s), MSFW service providers and agricultural employers in the service area.**

The areas covered by the MSFW Outreach Program are Glades County, Hendry County, and eastern Collier County. MSFW outreach activities may also include locations within Lee County and Charlotte County, if requested by the CareerSource Southwest Florida (CSSWF) leadership or an employer.

Glades, Hendry, and eastern Collier counties are included in the Southwest Florida Promise Zone area. As part of a Promise Zone, the Southwest Florida communities may receive priority access to federal investments that further their strategic plans by focusing on building prosperity, high paying jobs, vibrant communities, and global competitiveness.

Hendry and Glades counties and the community of Immokalee located in eastern Collier County are 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, which 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 communities within Collier County having a significant number of Migrant and Seasonal Farmworkers (MSFWs) are served by the CSSWF Significant MSFW center located in Immokalee, Florida. The communities within Hendry and Glades Counties having a significant number of Migrant and Seasonal Farmworkers (MSFWs) are served by the CSSWF Significant MSFW center located in Clewiston, Florida. Each CSSWF MSFW significant center has an MSFW Outreach Worker responsible for contacting MSFWs within the designated areas to provide information and referrals for available services to support needs such as job referrals, training, language, housing, transportation, health, and childcare. Due to the varied activities in the three-county area, we have separated the Assessment of Need into three sections reflecting the data of the MSFW Significant center serving each County.

**1. MSFW Significant Center of Immokalee serving Collier County:**

- a. The [Collier County 2022 Census of Agriculture](#) reports 177,671 acres of land in farms reflecting an increase of farm acreage by 20% in comparison to the 2017 Census of Agriculture. Of the 2022 reported farmland, 86,169 acres are dedicated to crop production. This is an increase of 2,473 acres of dedicated crop production farmland from the 2017 Census of Agricultural reports. The average farm size in Collier is 538 acres, an increase of 17% since 2017. The 2022 Census of

Agriculture reported a market value of the Collier County crops sold as \$381 million, a 105% increase in crop sales from 2017. The 2022 Collier County crop sales ranked 6th of the 67 crop producing counties in the state of Florida; ranked 83 of 3,074 crop producing counties in the United States. The 2022 top crop items in Collier County included oranges, tomatoes, and bell peppers.

The CSSWF Immokalee center MSFW Outreach Specialists provided input on the crops and peak season for the geographic area of Collier County. Table A displays the peak season for specific crops grown in Collier County.

Table A. Collier County Top Crop Peak Season

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

According to the University of Florida (UF)/Institute of Food and Agricultural Sciences (IFAS) 2022 Economic Impacts Study, <https://ifas.ufl.edu/extension-economic-contribution-reports/> the agricultural and related industry jobs in Collier County totaled 57,150 which equates to 24.7% of the total jobs in Collier County. In addition, the 2022 data indicates a 2,798 increase of Collier County agricultural industry-related jobs since the 2018 Economic Impact Study. The 2022 Economic Impact Study reported the Collier County agricultural industry contributed \$3.84 billion or 19.1% of the Gross Regional Product.

Per the MSFW Outreach Specialist, the 2024 MSFW labor pool for the Immokalee area during peak season is estimated to be over 5,000 individuals to include MSFWs performing the tasks of field preparation, cultivation, and harvest, and in the off-season farmworker labor pool is estimated at 500 to 1,500 to include post-harvest “pinhookers”. The farm labor in Collier County Florida per the 2022 [USDA/NASS QuickStats Ad-hoc Query Tool](#) displayed a total of 7,117 individuals hired for MSFW labor. Of the Collier County 2022 Farm Labor total, 3,484 of those hired were identified as migrant farm laborers and 3,633 were identified as seasonal farm laborers hired for less than 150 days.

The Florida Labor Exchange system, Employ Florida (EF) for the Federal Fiscal Year (FFY) 2023 for the period of October 1, 2022 through September 30, 2023 provided data of the Agricultural Employers advertising via H2A job orders to recruit from the local labor pool for pre- and post-harvest activities indicated Collier County had fourteen (14) agricultural employers who posted thirty-five (35) H2A and two (2) non-H2A job orders for 1,727 positions under O\*Net

Occupation Code 45209200 – Farmworkers and Laborers. Federal Fiscal Year (FFY) 2024 for the period of October 1, 2023 through September 30, 2024, Collier County reflected an increase in need of farm labor as twenty-five (25) agricultural employers posted forty-three (42) H2A and one (1) non-H2A job orders for 2,471 positions under O\*Net Occupation Code 45209200 – Farmworkers and Laborers. The data on the farm labor hires for FFY 2023 and FFY 2024 is not yet available.

- b. Challenges and barriers faced by MSFWs in Collier County include the resources most needed by MSFWs: job referrals and supportive services such as employment, training, transportation, food, healthcare, language, housing, and internet accessibility.
- i. Training: Courses are primarily scheduled during daytime hours while the MSFWs are working. In the off season, training courses may not be available as the school is closed for summer break.
  - ii. Transportation: MSFWs know of the Collier Area Transit (CAT) public transportation but bus route pamphlets need to be printed in their preferred language.
  - iii. Food: Due to the current cost of groceries, many MSFWs are visiting not-for-profit organizations to receive prepared meals and food pantry boxes.
  - iv. Healthcare: The Health Care Network is the only main clinic in the Immokalee area which does outreach to the farmworkers who are not afraid to visit the clinic. The Collier County Health Department offers comprehensive services for those able to get to the clinic location.
  - v. Language: Many MSFWs cannot read in their native language or in English. A lack of evening and weekend classes does not allow most to attend English for Speakers of Other Languages (ESOL).
  - vi. Housing: Many MSFWs live in substandard, often crowded housing or with family to save money on rent. The March 2019 Housing Needs of Farmworkers and Commercial Fishing Workers report provided for Florida Housing Finance Corporation by Shimberg Center for Housing Studies indicates a need for Farmworker housing in Collier County. The Shimberg Center reports farmworker estimates include individuals working in the United States under the H-2A Visa program, as well as domestic migrant and seasonal farmworkers. Collier County reported 3,443 unaccompanied farmworkers and 2,860 Department of Health (DOH) permitted beds for a need of 583 beds. The accompanied migrant and seasonal farmworker households in Collier County totaled 2,172 with 626 Multifamily Units available leaving a shortfall of 1,546 multifamily units.

- vii. Internet connectivity: Some remote areas in eastern Collier County have limited internet connectivity.
- c. Challenges and barriers faced by agricultural employers in Immokalee, Collier County: The local farm labor pool is not enough to meet the agricultural employer needs, resulting in the creation of H-2A job orders to bring in foreign Visa program labor. The MSFW Outreach Specialist for Immokalee provided information received from the Collier agricultural employers they experienced minor flooding from Hurricane Milton.

**2. MSFW Significant Center of Clewiston serving Hendry**

- a. Hendry County: The [Hendry County 2022 Census of Agriculture](#) reports 586,858 acres of farmland reflecting an increase of farm acreage of 35% in comparison to the 2017 Census of Agriculture. Of the 2022 reported farmland, 290,667 acres are dedicated to crop production. The 2017 Census of Agriculture did not provide cropland acreage data for comparison. The average farm size in Hendry County is 1,497 acres, an increase of 51% since 2017. The 2022 Census of Agriculture reported a market value of the Hendry County crops sold as \$632.6 million: a 92% increase in crop sales from 2017. The 2022 Hendry County crop sales ranked 4th of the 67 crop producing counties in the state of Florida; ranked 35 of 3,074 crop producing counties in the United States. The 2022 top crop items in Hendry County included sugarcane, oranges, vegetables, sweet corn, and beans.

The MSFW Outreach Specialist for the Clewiston CSSWF center provided input on the crops and peak season for the geographic area of Hendry County. Table 1. displays the peak season specific crops grown in Hendry County.

Table 1. Hendry County Top Crop Peak Season

| <b>Crop</b>      | <b>Peak Season</b>  |
|------------------|---------------------|
| 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        |

According to the University of Florida (UF)/Institute of Food and Agricultural Sciences (IFAS) 2022 Economic Impact Study, <https://ifas.ufl.edu/extension-economic-contribution-reports/> the agricultural and related industry jobs in Hendry

County totaled 12,568 which reflects a slight increase from the 12,357 agricultural jobs reported in 2018. The 2022 Economic Impact Study reported the Hendry County agricultural industry contributed \$808 million or a 67.2% contribution to the Gross Regional Product.

Per the MSFW Outreach Specialist, the MSFW labor pool for Hendry County area during the peak season is estimated at 3,000 to include those performing the tasks of field preparation, cultivation, and harvest. The off-season farmworker labor pool is estimated at 500 to include post-harvest “pinhookers”. The farm labor in Hendry County Florida per the 2022 [USDA/NASS QuickStats Ad-hoc Query Tool](#) displayed a total of 5,317 individuals hired for MSFW labor. Of the Hendry County 2022 Farm Labor total, 1,675 of those hired were identified as migrant farm laborers and 3,642 were hired identified as seasonal farm laborers hired for less than 150 days.

The Florida Labor Exchange system, Employ Florida (EF) provided the Agricultural employers placing job orders advertising open positions Federal Fiscal Year (FFY) 2023 and FFY 2024 indicated Hendry and Glades counties had thirty-seven (37) agricultural employers who posted seventy-seven (77) H2A job orders for a total of 5,514 positions under O\*Net Occupation Code 45209200 – Farmworkers and Laborers. The EF data for Federal Fiscal Year (FFY) 2024 indicated Hendry County had fifty (50) agricultural employers who posted ninety-nine (99) H2A job orders for a total of 6,549 positions under O\*Net Occupation Code 45209200 – Farmworkers and Laborers. The data of the number of farm labor hires for FFY 2023 and FFY 2024 is not yet available.

- b. Challenges and barriers faced by MSFWs in Hendry and Glades Counties: Resources most needed by MSFWs include job referrals and supportive services such as employment, training, transportation, health care, language, and housing. The following challenges and barriers for the MSFWs have been identified by the MSFW Outreach Worker for the MSFW significant center of the Clewiston vicinity. Clewiston vicinity has limited services to assist the MSFWs with the challenges they face. Several community-based organizations and faith-based organizations that previously assisted MSFWs are experiencing reduced budgets, office closures or reduced frequency of scheduled services.
- i. Employment: MSFWs have specialized skill sets, limiting their ability to obtain non-agricultural job opportunities.
  - ii. Transportation: Transportation is the biggest problem facing the MSFWs as they do not have personal or public transportation to go to work.
  - iii. Training: MSFWs who could receive training to finish High School or to get a GED, prefer not to go back to school as they would rather work to earn money. When referred to English classes at Clewiston Adult School, many

MSFWs are a no show. Perhaps if class schedules could be more accommodating the working hours of MSFWs, they would be more willing to return to school.

- iv. Health: Although health services are available in the Clewiston vicinity, a large portion of the MSFWs lack transportation to access the services.
  - v. Language: MSFWs express difficulties in communicating as they cannot read or write in their own language, and do not speak English; others speak another dialect which can create a problem in receiving the training given on the farms on food safety.
  - vi. Housing: The March 2019 Housing Needs of Farmworkers and Commercial Fishing Workers report provided for Florida Housing Finance Corporation by Shimberg Center for Housing Studies, indicates a need for Farmworker housing in Hendry County. The Shimberg Center report farmworker estimates include individuals working in the United States under the H2A Visa program, as well as domestic migrant and seasonal farmworkers. The Hendry County accompanied migrant and seasonal farmworker households totaled 1,975 with a need of 1,879 multifamily units. Although a gap and need for farmworker housing has been demonstrated in the Shimberg Center for Housing Studies report, it cannot be determined if the 1,294 Hendry County unaccompanied H-2A Visa workers included in the report were employed simultaneously or for consecutive periods of time, which may impact the level of the housing need. It has been reported by the MSFW Outreach Workers, it is customary for groups of unaccompanied H-2A Visa laborers to work in 90-day increments, then return to their place of origin and another crew of H-2A Visa labor is rotated in. Glades County data was not identified in the report.
  - vii. Internet connectivity: There are some remote areas of Hendry and Glades counties without internet connectivity.
- c. Challenges and barriers faced by agricultural employers in Hendry and Glades Counties: The local farm labor pool is not enough to meet the agricultural employer's needs, resulting in the creation of H2A job orders to bring in H2A Visa workers. The MSFW Outreach Specialist for the Clewiston center reported the Hendry and Glades County agricultural employers experienced minor flooding from Hurricane Milton.

### **3. MSFW Significant Center of Clewiston Serving Glades County**

- a. Glades County: The [Glades County 2022 Census of Agriculture](#) reports 376,161 acres of land in farms. This reflects a 12% decrease in land in farms since the

2017 Census of Agriculture report. Of the 2022 reported farmland, 42,430 acres are dedicated to crop production. Per the 2022 Census of Agriculture reported a market value of the Glades County crops sold of \$125 million: a 60% increase in crop sales from 2017. The 2022 Glades County crop sales ranked 20th of the 67 crop producing counties in the state of Florida; ranked 958 of 3,074 crop producing counties in the United States. The 2022 top crop items in Glades County included sugarcane, vegetables, oranges, and sod and forage.

The MSFW Outreach Worker for the Clewiston CSSWF center provided input on the crops and peak season for the geographic area of Glades County. Table 2. displays the peak season specific crops grown in Hendry County.

Table 2. Glades County Top Crop Peak Season

| <b>Crop</b>      | <b>Peak Season</b>  |
|------------------|---------------------|
| 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    |
| Sod and Forage   | December – May      |
| Watermelons      | April - June        |

According to the University of Florida (UF)/Institute of Food and Agricultural Sciences (IFAS) 2022 Economic Impacts Study, <https://ifas.ufl.edu/extension-economic-contribution-reports/> the agricultural and related industry jobs in Glades County totaled 2,118 which equates to 55.2% of the total jobs in Glades County. The 2022 Economic Impact Study reported that the Glades County agricultural industry contributed \$167 million or 53.9% of the Gross Regional Product.

Per the MSFW Outreach Specialist, the MSFW labor pool for the Glades County area during peak season is estimated at 1,000 to include MSFWs performing the tasks of field preparation, cultivation, harvest, and post-harvest “pinhookers”. In the off-season Glades County MSFW labor pool is estimated at 150. The farm labor in Glades County Florida per the 2022 [USDA/NASS QuickStats Ad-hoc Query Tool](#) displayed a total of 1,028 individuals hired for MSFW labor. Of the Glades County 2022 Farm Labor total, 194 were identified as migrant farm laborers and 834 identified as seasonal farm laborers employed less than 150 days.

The Florida Labor Exchange system, Employ Florida (EF) for the Federal Fiscal Year (FFY) 2023 for the period of October 1, 2022 through September 30, 2023 provided data of the Agricultural Employers advertising via H2A job orders to

recruit from the local labor pool for pre- and post-harvest activities indicated Hendry and Glades Counties had thirty-seven (37) agricultural employers who posted seventy-seven (77) H2A job orders for a total of 5,514 positions under O\*Net Occupation Code 45209200 – Farmworkers and Laborers. The EF data for Federal Fiscal Year (FFY) 2024 indicated Hendry County had fifty (50) agricultural employers who posted ninety-nine (99) H2A job orders for a total of 6,549 positions under O\*Net Occupation Code 45209200 – Farmworkers and Laborers. The data of the number of farm labor hires for FFY 2023 and FFY 2024 is not yet available.

- b. Challenges and barriers faced by MSFWs in Hendry and Glades Counties – Please see section A, 2, b.
- c. Challenges and barriers faced by agricultural employers in Hendry and Glades Counties – Please see section A, 2, c.

**B. Assessment of Available Resources: Include an assessment of the career center resources and partner resources that are available to meet the specific needs of the MSFWs and agricultural employers specified above in part A.**

Immokalee CSSWF MSFW Significant center resources and partner resources available to meet the specific needs of the MSFWs and agricultural employers include Farmworker Career Development Program (FCDP), Healthcare Networks, Health Department, Women, Infants, and Children (WIC) Office, Benison Center, Catholic Charities, Amigos Center, The Coalition of Florida Farmworker Organizations (COFFO), Coalition of Immokalee Workers, and Immokalee Technical (iTECH).

In the Clewiston MSFW Significant center resources are more limited. Food and clothing are available through the local Catholic churches and Goodwill Industries. Assistance with utility bills is available through Community Action (located at Goodwill). The United Way of Lee, Hendry/Glades, and Okeechobee counties 211 directory is available for MSFWs to call and receive information and referrals appropriate to their needs.

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

- 1. Transportation:
  - a. Hendry and Glades counties only have the Disadvantaged Transportation program for which the individual must meet a disability, age, or income requirement.
  - b. Collier Area Transit (CAT) Bus operates a route connecting Naples to Immokalee.
  - c. FCDP provides assistance with training related travel in the form of stipends. The FCDP provides related assistance to every participant in the form of gas cards from

our Emergency Assistance Program.

## 2. Health:

- a. Immokalee, Collier County - The Health Department of Collier County is open to the public for healthcare services. Healthcare Networks are open by appointment for medical services or MSFWs may call to make appointment for services.
- b. Clewiston, Hendry County – The Health Department of Hendry County has two locations: 1100 South Olympia Ave., Clewiston, FL and 1140 Pratt Blvd, Labelle, FL. Individuals are seen by appointment only.
- c. Moore Haven, Glades County - The Florida Department of Health in Glades County is available for the individual seeking services. MSFWs should call for an appointment before visiting.
- d. Hendry Regional Medical Center offers emergency services and is open 24 hours. It is located at 524 W. Sagamore Ave, Clewiston, FL.
- e. Florida Association of Community Health Centers
  - i. Family Health Centers of Southwest Florida offer services at the site known as the LaBelle Dental & First Choice KidCare Pediatrics located at 930 South Main Street, Labelle, FL.
  - ii. Florida Community Health Centers, Inc. offer services at the following sites:
    - Clewiston location: 315 South WC Owen Ave., Clewiston FL
    - Moore Haven location: 1021 Health Park Dr.; Moore Haven FL
  - iii. Healthcare Network of Southwest Florida offer services at the following locations:
    - Children’s Care – Florida State University location 1441 Heritage Blvd., Immokalee, FL
    - Dental Care location: 1454 Madison Ave., Immokalee FL
    - Family Care location: 1454 Madison Ave., Immokalee FL
    - Family Care iTECH location: 508 North 9<sup>th</sup> St., Suite 142, Immokalee FL
    - Health and Smile Mobile Unit location: 1454 Madison Ave, Immokalee FL
    - Ronald McDonald Care Mobile location: 1454 Madison Ave., Immokalee FL
    - Women’s Care – Florida State University location: 1441 Heritage Blvd., Immokalee FL

3. Language: 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 opportunities their Adult Education programs throughout the rural areas. The Amigo Center in Immokalee offers English language classes.
4. Housing: Rental assistance is available from the Housing Authority Farmworker Housing, Section 8; the Salvation Army, and Catholic Charities. The Immokalee Friendship House provides temporary shelter. Homeless Coalitions are available to assist with the emergency shelter needs of the homeless.
5. Employment:
  - a. Job Seeker Services - The CSSWF centers located in Immokalee and Clewiston offer MSFWs employment opportunities to include referrals to agricultural job openings, non-agricultural job openings, on-the-job training opportunities, apprenticeship programs, paid work experiences and internships. Staff may also provide employment counseling and assessment services to assist the MSFWs in creating an employment plan and to identify other career services needed.
  - b. All the FCDP staff are certified in MSFW eligibility for the FCDP. Every FCDP participant is registered in Employ Florida (EF).
  - c. Employer Services: CSSWF staff provide assistance to employers in registering in Employ Florida, posting job orders, recruiting qualified candidates, providing local labor market information, on-the-job training, apprenticeships, internship opportunities and other team-related resources.
6. Training – Career and Language: The Farmworker Career Development Program (FCDP) of Collier/Hendry counties is operated by Collier County School District through the Immokalee Technical College (iTECH). A cross-referral process ensures that farm workers 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 program staff provide or 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. CSSWF provides the office space, as needed, for onsite recruiting at the CSSWF centers serving Collier, Hendry, and Glades Counties. Services provided by the Centers include job referrals, WIOA-funded career and training services, translation services, most often for Spanish and Creole speaking customers, employability workshops and provision of labor market information. Placement services may be provided by the FCDP representative, other iTECH staff or CSSWF. Staff are also trained to offer Ready-to-Work testing. In addition to onsite referrals, cross-referrals are made by telephone.

FCDP sub recipients may utilize on-the-job training (OJT) as a training strategy to increase participant skills and to incentivize hiring of participants. OJT is provided under a contract between the sub recipient with an employer in the public, non-profit, or private sectors.

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 school districts' Adult Education departments. The MOUs are also included in their Adult Education and Family Literacy Project Applications.

As noted in the MOU between CSSWF and FCDP (Attachment A), the FCDP of Collier/Hendry County provides support for training programs, which may include English for Speakers of Other Languages (ESOL), General Equivalency Diploma (GED) preparation and/or postsecondary certificate programs. To reinforce the partnership, the FCDP and CSSWF staff collaborate monthly to provide services to their mutual MSFW customers.

Many activities for MSFWs, to include occupational skills training, are collaborative efforts between the CSSWF Florida center staff and the 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 many farmworkers employed in the area are hired under the foreign labor Visa program.

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.

The Coalition of Florida Farmworker Organizations (COFFO) provides assistance with over-the-phone appointments for Educational Skills Training (tuition, books, fees).

The Amigos Center in Immokalee offers adult literacy classes.

The Glades County School District partners with CSSWF, the local business community and the Glades County Board of County Commissioners to add a citizenship class to their offerings. Held at the Glades County Training Center the class includes English/Family Literacy and Citizenship components. The program allows 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.

7. Child Care: The Early Learning Coalition of Southwest Florida coordinates childcare in Collier, Glades, and Hendry Counties; Redlands Christian Migrant Association (RCMA) is open by over the phone appointments for childcare assistance, after school programs

and other services.

8. Clothing: Assistance for clothing and diapers is provided by the Immokalee Friendship House; Catholic Charities, and Amigo Center. Dress for Success provides services exclusively for women residing in Collier County.
9. Domestic Violence Shelter and Counseling: Shelter for Abused Women & Children for Collier County; the Abuse, Counseling and Treatment (ACT) Shelter for Hendry/Glades counties.
10. Food Assistance: Food assistance is available from The Immokalee Friendship House, The Salvation Army, COFFO, Catholic Charities and Amigo Center.
  - a. Fellowship Church has a drive-through food pantry on Thursdays.
  - b. Boys & Girls Club has a drive-through food pantry on Thursdays.
  - c. Benison Center offers a drive-through food pantry every Tuesday.
  - d. Amigo Center has a drive-through food pantry open to the public. Prepackaged food bags are put in the trunk of vehicles on Tuesdays & Thursdays.
  - e. Catholic Charities and the Guadalupe Center are open for over-the-phone appointments only, after your set-up for appointment. The intake person will meet with the client outside to go over their needs. Catholic Charities is still passing out Grab & Go lunch bags to the homeless.
11. WIC Office located in Immokalee is open to the public in Collier County for clients who do not know how to upload documents from their cell phone to the website.
12. Legal Aid: Legal aid is available from the Immokalee Outreach Office Legal Aid Services. Florida Rural Legal Services' locations serve the communities located in Charlotte, Glades, Hendry, Collier, and Lee counties. COFFO is providing assistance with over-the-phone appointments to include Immigration Services.
13. Prescription Assistance: Catholic Charities offers a prescription program.
14. Utility Assistance: Utility assistance is offered by Salvation Army, COFFO, and Catholic Charities.
15. Disaster and Emergency Assistance: Services may be available through COFFO and include Disaster Relief Assistance, Emergency Assistance and Self-Sufficiency Programs. The Salvation Army may provide disaster relief assistance from their Fort Myers and Naples locations.

### **C. Proposed Outreach Activities:**

- 1. Describe the plan or process that will be used by outreach staff to locate and contact the majority of MSFWs who are not being reached by normal intake activities. Outreach activities must be designed to ensure MSFWs receive the full range of career and employment services that are qualitatively equivalent and quantitatively proportionate to services offered to other job seekers. The plan or process must include the tools and resources outreach staff will use to conduct outreach activities (for example, work-issued cell phone, laptop, tablet, printed materials, media, etc.). Note: Outreach staff must conduct year-round, full-time especially vigorous outreach activities, with extensive follow-up activities to MSFWs in their service area(s). Full-time outreach staff must devote 100 percent of their time to outreach responsibilities and must not be assigned to duties other than the outreach responsibilities, described in 20 CFR 653.107(b). Each outreach staff must conduct 40 MSFW outreach contacts per week to include a minimum of five MSFW "quality" contacts per staff day. A quality contact is defined as an outreach contact with a MSFW where a reportable staff-assisted service is provided and documented.**

The MSFW Outreach Specialists for Immokalee and Clewiston contact MSFWs according to the CareerSource Florida Administrative Policy 03-040 Wagner-Peyser Migrant and Seasonal Farmworker and Agricultural Employer Services Procedures. To ensure the required 40 outreach contacts and five quality contacts are met, MSFW outreach is conducted outside of normal center intake processes where the MSFW are working, living, or gathering. Outreach may include a follow-up contact with an MSFW on another day. The MSFW Outreach Specialists are bilingual in English and Spanish, the language most often used in the Immokalee and Clewiston MSFW populations. Although not noted as a significant MSFW population, currently two staff persons assigned to the CSSWF Immokalee center location are bilingual in English and Haitian Creole. The MSFW Outreach Specialists explain available services and opportunities in the MSFWs preferred language to include CSSWF employment readiness, employment counseling services, employment opportunities, training, supportive services, the complaint system, 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 and Glades County. 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.

To help MSFWs connect with a MSFW Outreach worker, a CSSWF MSFW Outreach Program web page has been created to include the required notifications in Spanish, Haitian Creole, and English, as well as narrations in Spanish, Haitian Creole, and English of the MSFW Quick Facts summary of services and the required MSFW 511N Notice. Included on the website is a contact us portal providing MSFWs with an opportunity to contact us and request education, training, and referrals for supportive services.

A QR code has been developed and printed on the MSFW Outreach Specialist business cards to include the MSFW outreach required material packet.



The MSFW Outreach Specialists for the Immokalee and Clewiston centers were provided with a cell phone and a laptop to use while performing outreach activities. 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, employers, businesses, or other areas where MSFWs live, work, and congregate. The focus on employers and businesses affirms the commitment to promoting the hiring of MSFWs in non-agricultural businesses.

MSFW Outreach Specialists must perform the following tasks:

- a. Promote stewardship by submitting a strategically mapped out weekly plan to the CSSWF Center Supervisor by noon Fridays to review and approve in advance of next week's MSFW travel to ensure it is reasonable and within the designated areas. The plan will include date, time, location, and outreach contact type.

- i. Immokalee Center MSFW Outreach Worker Area of Coverage
  - Immokalee
  - Felda
  - Jerome
  - Everglades
  - Naples
- ii. Clewiston Center MSFW Outreach Worker Area of Coverage
  - LaBelle
  - Montura
  - Clewiston
  - Moore Haven
- b. Ensure quality contacts are made with MSFWs through employers, in the fields, churches, laundry mats, healthcare facilities, grocery stores, and other community service facilities where the migrant and seasonal farm workers are known to congregate.
- c. Contact MSFWs to explain the services available at the career centers.
- d. Provide information about services available through electronic means and how to access this information.
- e. Provide referrals to MSFWs for supportive services based upon need.
- f. Follow-up with MSFWs for whom referrals were provided.
- g. Contact agricultural and nonagricultural employers, program operators, community and faith-based organizations, and education and training providers on behalf of MSFWs. The employer and organization outreach contact list below includes, but is not limited to, the following:
  - i. D&K Harvesting
  - ii. Goodwill Industries
  - iii. I-Tech
  - iv. Farmworker Village
  - v. Women, Infants and Children Office
  - vi. Collier County Health Department
  - vii. Pacific Farms
  - viii. Oakes Farms Packing House
  - ix. Immokalee Pediatrics
  - x. Everglades Farms
  - xi. Catholic Charities
  - xii. United Way

- h. Outreach with local public and private community agencies and MSFW organizations to establish a community referral network.
- i. Present information to school students about state migrant education programs.
- j. Distribute and present MSFW brochures and pamphlets. The distribution location list below includes, but is not limited to, the following:
  - i. Collier County Housing Authority Community Board
  - ii. Gargiulo Packing House
  - iii. State Farmers Market
  - iv. J&J Packing
  - v. Everglades Farm Office
  - vi. Monterrey Produce
  - vii. Immokalee Flea Market
  - viii. Mission Peniel
  - ix. Collier County Public Library
  - x. Goodwill Industries
  - xi. Bins & More
  - xii. Handy
  - xiii. LaFiesta
  - xiv. Sunniland
  - xv. Walmart
  - xvi. Countryside Cafe
  - xvii. Felda Cafe
  - xviii. Jalapenos
  - xix. La Tortilleria Mexicana
  - xx. Las Gemellis
  - xxi. Azteca Corner Store
- k. Provide information on the employment service complaint system, including sexual harassment and human trafficking.
- l. Access job postings while performing outreach activities in the field.
- m. If jobs are available for referrals, qualified MSFWs must give permission to the MSFW Outreach Specialist to refer them to the job in Employ Florida and record on the MSFW Outreach Log.
- n. Attend monthly meetings with community agencies, partners, and Farmworkers Career Development Program.
- o. State in the monthly report narrative on the specific dates the number of MSFWs quality contacts and the location of where they met.

- 2. Describe the plan or process for coordinating and documenting outreach activities with the FCDP grantee partner(s), MSFW service providers, supportive service agencies, and other farmworker groups. Note: Designated significant MSFW career centers must not rely on FCDP outreach staff activities, as a substitute for outreach staff responsibilities. Copies of any agreements with FCDP grantee partners and other MSFW partners that outline MSFW coordinated outreach activities must be included with the plan.**

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 supports the 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 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 MSFWs where they customarily congregate before and after work, or at work sites with employer permission. The FCDP and CSSWF have a cross-referral process to refer, engage and provide MSFWs and their families with an array of employment and career development services. CSSWF maintains centers throughout Local Workforce Development Area (LWDA) Region 24, which provide services in Collier, Lee, Hendry, Charlotte, and Glades and Monroe counties. FCDP has two centers, one in LaBelle, Hendry County and one in Immokalee, Collier County. FCDP has space available at the CareerSource Southwest Florida center in Clewiston.

ATTACHMENT A – Memorandum of Understanding between FCDP AND CSSWF

- 3. Complete the MSFW Outreach Goals attachment. NOTE: Estimated total outreach 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 foreign labor 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 for the peak season and off-season to help the MSFW Outreach Specialist meet annual, quarterly, weekly, and daily outreach goals. The 2024 – 2028 Quality Contact Goals for each significant MSFW center are described below.

Clewiston: The Clewiston Center goals are 2,200 outreach contacts per twelve (12) month period or twelve (12) Outreach Contacts per staff day; the Quality Contact Outreach Goal increased for the MSFW Outreach Plan period of 2020 – 2024 to 950 Quality Contacts from the negotiated 700 Quality Contacts of 2016-2020 MSFW Outreach Plan. This is an increase to six (6) Quality Contacts per day in MSFW Outreach Plan period of 2020-2024. See Attachment B.

Immokalee: After a review at the regional level, the MSFW Outreach goals for the MSFW Significant center of Immokalee have been assigned by FloridaCommerce and included in the CareerSource Florida WIOA Unified Plan as 2200 Outreach Contacts per twelve (12) month period or twelve (12) Outreach Contacts per staff day; and 1,250 Quality Contacts or seven (7) quality contacts per staff day. See Attachment C.

- 4. Describe the strategy for increasing outreach staff training awareness in career center procedures and partner programs, including Wagner-Peyser, WIOA Adult, Dislocated Worker, as well as Reemployment Assistance, to enhance assessment and referrals for MSFWs. The plan or process must also include outreach staff trainings to increase awareness of sexual coercion, sexual harassment, assault, and human trafficking.**

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 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. The CSSWF MSFW Outreach Workers and center staff participate in the following annual training: domestic violence, sexual abuse, assault, and human trafficking and IT security. 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, 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.

If the MSFW wants CSSWF staff to create a new account for them in Employ Florida (EF), the staff must obtain verbal permission to do so and document the date the permission was granted to create a new account in an EF case note. The general information of the EF account shall include the MSFW's responses to the farmworker questions.

The MSFWs EF registration must include completed background and work history.

A full Wagner-Peyser application is required to include the MSFW's O\*NET code, entry of a complete EF Background Wizard to identify the highest level of education completed, work history, desired employment and training, skills, licenses, farmworker question responses on the Wagner-Peyser application match the responses to the farmworker question in the General Information section; and employers required skills and licenses.

Staff must determine if the MSFW meets MSFW criteria and determine the proper MSFW indicator; MSFW or not an MSFW. Then the CSSWF staff must ensure the MSFW is included in the MSFW customer group, provide a Wagner-Peyser participation triggering service and set the participation dates to include the MSFW in the MSFW Service Level Indicators Reports (SLIR) outcomes.

When career guidance services are provided to MSFW, interests are discussed, and labor market information is provided. Based upon the unique needs and challenges, MSFW may be provided with referrals to supportive services for employment and training services at CSSWF center and referrals to other supportive services provided by partnering service providers within the community. 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 (GED), vocational training programs, on-the-job training, or internship opportunities.

Employ Florida (EF) Data Collection and Documentation includes the required steps:

- a. Employ Florida Service Codes shall be recorded by program staff in the MSFW's EF Service Plan with an appropriate case note documenting the Florida Commerce EF Activity Code Guide as follows:
  - i. MSFW outreach contact completed, Wagner-Peyser service 117 Outreach Vet/MSFW.
  - ii. 511 N provided, Wagner-Peyser service code 099 – 511N service.
  - iii. I-9 completion, Wagner Peyser service code 100 – Validate I-9 to include a scheduled end date of when the I-9 validation shall expire.
  - iv. Orientation of center services provided by staff, Wagner Peyser service code 101 –Orientation, Staff Assisted.
  - v. Referrals to supportive services provided, Wagner-Peyser services codes 169 – 178.

- b. Employ Florida Document Manager: When an I-9 and 516 Certification is completed, the forms shall be uploaded to the MSFW's EF Document folder.
- c. Employ Florida Case Notes shall document the following elements:
  - i. The date the MSFW verbally granted staff to create a new account in EF.
  - ii. MSFW's completion of a full or partial application.
  - iii. The MSFW's Crop and Crop Code.
  - iv. Supportive services need and referral provided.
  - v. The date the MSFW verbally granted staff permission to refer them to a specific employer and job order number.
  - vi. I-9 Validation and 516 Certification completion information to include: I-9 Authorized date, Document (I-551 number), USCIS/Alien number, Date of Birth.
  - vii. The form DEO 511N was provided to the MSFW in their native language describing the services available through CSSWF to include available jobs, job referrals, skill assessments, career guidance, training opportunities, and referrals if needed to support services.
  - viii. Information provided on how to file a complaint about CSSWF services or an employer.
  - ix. A copy of the Farm Labor Rights brochure and the Florida Farmworker Helpline 1-800-633-3572 were also provided.

**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 the process for marketing the Agricultural Recruitment System to employers and employer organizations.**

Agricultural employer services are coordinated within the CSSWF centers to assist with the creation and posting of job orders; recruitment agreements; recruitment, skill matching and referral of qualified job seekers. The MSFW Outreach Specialists contact agricultural employers monthly via telephone contact or during pre-approved on-site visits to offer the previously described employer services and to provide outreach materials and information to offer employability services and needed support service referrals to MSFWs. In addition, if an employer wishes to establish a recruitment agreement with a Center, a written agreement may be prepared outlining the responsibilities of each party. Recruiting agreements are in place for employers seeking CSSWF assistance with recruitment and hiring events within our facilities or at a site designated by the employer. The Agricultural Recruitment System (ARS) is supported by the CSSWF centers, by providing an explanation

of the benefits of ARS recruitment to the agricultural employers in need of labor that the local community cannot meet, as well as provide a conduit of agricultural labor to meet needs of agricultural employers within the state as well as movement between states. In addition, local MSFWs are provided with information of available ARS job openings of agricultural employers outside of the local commuting area to provide the opportunity of continued employment following the completion of work within one community.

**3. Describe the strategy for marketing the Employment Service and Employment-Related Law 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 Employment Service and Employment-Related Law 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. Information on the Employment Service and Employment-Related Law Complaint system is also available on the CSSWF websites MSFW Outreach Program page.

**E. Significant Multilingual Career Center Plan: Significant MSFW multilingual 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 having bilingual/multilingual 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 CSSWF centers includes a list of bilingual/multilingual 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:

1. Hiring bilingual staff
2. Hiring staff interpreters

3. Using volunteer staff interpreters
4. Arranging volunteer community interpretive services
5. Contracting outside interpretive services
6. Telephone interpreter services such as the AT&T Language Line
7. Using hand-held “Pocketalk” two-way translation devices
8. Using Google translate website

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

Since the MSFW indicator reports changed as of July 2019 from the Migrant Indicators of Compliance to the MSFW Service Level Indicators Reports, CSSWF was challenged to navigate application of the USDOL Participant Individual Record Layout (PIRL) codes to the comparable EF Service Plan code to ensure the MSFW was included in the appropriate indicators of the Service Level Indicators Reports (SLIR). As incomplete data has been available when pulling a quarter-to-date SLIR in EF, the SLIR indicators are checked on a bi-weekly basis. An in-depth review of the Equity Ratio Indicators not achieved has been completed by the CSSWF Program Management staff and the results are shared with the Center Supervisor and MSFW Outreach Specialist. The data is reviewed together to strategize adjustments to our approach to document the outreach activities performed by the MSFW Outreach staff.

It is challenging to meet all the Minimum Service Level Indicators. The SLIR Minimum Service Level Indicators are based upon 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit and the MSFW may no longer be working in Florida. In addition, the comparison is made to non-MSFW Wagner-Peyser and WIOA exits that may have attended occupational skills training. To improve the outcomes of MSFWs’ Median Earnings and MSFWs’ Placed in Long Term Non-agricultural Jobs, we need to ensure we have included all our MSFWs served by triggering Wagner-Peyser participation and promoting education and training services to help the MSFWs increase income and non-agricultural job retention.

The CSSWF Center Supervisor and Senior Management Analyst Supervisor works with the MSFW Outreach Specialist to develop a monthly outreach plan to meet the annual contact goals. In addition, training has been provided for all center staff in providing information and taking complaints from MSFWs and all CSSWF customers.

The list below provides an outline of the MSFW Outreach Program performance Indicators.

**Equity Ratio Indicators:**

1. Received staff-assisted basic career services.
2. Received staff-assisted career guidance services.
3. Received staff-assisted job search activities.

4. Referred to other Federal/State assistance.
5. Received Unemployment Insurance (UI) Claim Assistance.
6. Referred to Federal training.
7. Received individualized career service.

**Minimum Service Level Indicators:**

1. Individuals placed in a job.
2. Median earnings of individuals in unsubsidized employment.
3. Individuals placed long term (150 days of more) non-agricultural jobs.
4. Outreach contacts per week (40 contacts per week)
5. Timely processing of complaints

**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 comments and ensure 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. The Plan was posted on our website at [www.careersourcesouthwestflorida.com](http://www.careersourcesouthwestflorida.com), under Public Notice from December 4, 2024 through December 19, 2024. These efforts provided access to other MSFW partners and agricultural employers throughout the region. The draft Plan was emailed to the MSFW Outreach Specialists, the Farmworker Career Development Program (FCDP) and our One-Stop Leadership Team, which included our Center Supervisor. 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.

No comments were received during the public comment period.

## ATTACHMENTS

- ATTACHMENT A Memorandum of Understanding (MOU) with Farmworker Career Development Program (FCDP)
- ATTACHMENT B Migrant and Seasonal Farmworker (MSFW) Outreach Goals for Clewiston
- ATTACHMENT C Migrant and Seasonal Farmworker (MSFW) Outreach Goals for Immokalee

**Memorandum of Understanding  
between  
CareerSource Southwest Florida  
and  
Farmworker Career Development Program**

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 (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) 24, which provide services in Collier, Lee, Hendry, Charlotte and Glades counties, and beginning July 1, 2024, in Monroe County. FCDP maintains centers in Moore Haven and Immokalee, which provide services in Collier, Lee, Hendry and Glades counties. FCDP may use space available at the CareerSource Southwest Florida centers in Clewiston and LaBelle, on an itinerant basis. 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.

**b. 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 LWDA 24 area.
- Provide CSSWF quarterly with FCDP participant list of those who will exit a PSAV or GED program and are ready for employment.

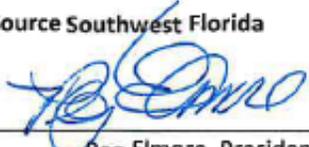
**c. Joint Services**

- CSSWF and FCDP staff will work together to build training and placement plans for co-enrolled participants.
- CSSWF and FCDP have created/developed a referral process to share participants and resources and to better communicate between each organization’s programs.
- 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, CSSWF and FCDP have made this Agreement. The term for this Memorandum of Understanding (MOU) is July 1, 2024 through June 30, 2026.

**CareerSource Southwest Florida**

By:   
Peg Elmore, President/CEO

6/24/24  
Date

**Farmworker Career Development Program**

By:   
Doris Oxender, Director

6/13/24  
Date

7/18/2024

| PY 2024 - PY 2028 MSFW Outreach Goals<br>CLEWISTON   |      |     |       |      |      |      |      |      |       |       |     |      |
|--|------|-----|-------|------|------|------|------|------|-------|-------|-----|------|
| ACTIVITY   | July | Aug | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June |
| <b>FOCUS ON FARMWORKER SERVICES AND PROTECTIONS</b>  |      |     |       |      |      |      |      |      |       |       |     |      |
| Visits conducted where MSFWs live, work and congregate   | 20   | 20  | 40    | 40   | 40   | 40   | 40   | 40   | 40    | 40    | 20  | 20   |
| Presentation conducted to groups of MSFWs (Migrant education, Head Start parent meetings, ESL classes, churches, etc.)   | 4    | 4   | 4     | 4    | 4    | 4    | 4    | 4    | 4     | 4     | 4   | 4    |
| Visits to staff/attendance at staff, committee or council meetings at organization serving MSFWs (i.e., National Farmworker Jobs Program partner, Redlands Christian Migrant Association, Coalition of Florida Farmworker Organizations, etc.) | 4    | 4   | 4     | 4    | 4    | 4    | 4    | 4    | 4     | 4     | 4   | 4    |
| Follow-up contacts with MSFWs to complete applications taken during outreach   | 80   | 80  | 20    | 20   | 20   | 20   | 20   | 20   | 20    | 20    | 80  | 80   |
| Conduct outreach contacts weekly (minimum of 40 contacts per week)   | 160  | 160 | 160   | 160  | 160  | 160  | 160  | 160  | 160   | 160   | 160 | 160  |
| Other MSFW outreach activities*  | 1    |     |       | 1    |      |      | 1    |      |       | 1     |     |      |
| <b>FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs</b>  |      |     |       |      |      |      |      |      |       |       |     |      |
| Visits to agricultural businesses  | 1    | 1   | 3     | 3    | 3    | 3    | 3    | 3    | 3     | 3     | 1   | 1    |
| Visits to non-agricultural businesses  | 1    | 1   |       |      | 1    |      |      | 1    |       |       | 1   | 1    |
| Presentations to meetings/groups of employers  |      |     | 1     |      |      | 1    |      |      | 1     |       |     | 1    |
| Promotion of the Agricultural Recruitment System to employers  | 1    | 1   | 1     | 1    | 1    | 1    | 1    | 1    | 1     | 1     | 1   | 1    |
| Estimated outreach hours in month  | 123  | 123 | 123   | 123  | 123  | 123  | 123  | 123  | 127   | 123   | 123 | 123  |
| Estimated number of MSFW outreach contacts^ by month   | 80   | 80  | 235   | 235  | 235  | 235  | 235  | 235  | 235   | 235   | 80  | 80   |
| Estimated number of MSFW quality outreach contacts^ by month   | 79   | 79  | 79    | 79   | 79   | 79   | 79   | 79   | 81    | 79    | 79  | 79   |
| * Festivals, radio and other special MSFW events   |      |     |       |      |      |      |      |      |       |       |     |      |
| ^ Outreach contact estimates are the number of 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 (1480 hours / 8 hours per day) = 185 OR staff days  |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated total outreach contacts for the 12 months: 2200 (2200 Outreach Contacts / 185 staff days) = 12 outreach contacts per 8 hr of OR  |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated total quality outreach contacts for the 12 months: 950 (950 Quality Contacts / 185 staff days) = 6 Quality Contacts per 8 hrs of OR  |      |     |       |      |      |      |      |      |       |       |     |      |
| Number of individual staff estimated to participate in outreach for the 12 months:   |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated number of: Ag Job Orders: <u>  47  </u> Ag Positions: <u> 2158 </u> Ag Positions Filled: <u> H2A - unknown; domestic - 0 </u>  |      |     |       |      |      |      |      |      |       |       |     |      |
| (Estimates taken from FY 07/01/2023- 06/30/2024 in addition, 46 H2A Job Orders with 2157 positions)  |      |     |       |      |      |      |      |      |       |       |     |      |

7/18/2024

| PY 2024 - PY 2028 MSFW Outreach Goals  |      |     |       |      |      |      |      |      |       |       |     |      |
|--|------|-----|-------|------|------|------|------|------|-------|-------|-----|------|
| IMMOKALEE  |      |     |       |      |      |      |      |      |       |       |     |      |
| ACTIVITY   | July | Aug | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June |
| <b>FOCUS ON FARMWORKER SERVICES AND PROTECTIONS</b>  |      |     |       |      |      |      |      |      |       |       |     |      |
| Visits conducted where MSFWs live, work and congregate   | 67   | 67  | 67    | 67   | 67   | 67   | 67   | 67   | 67    | 67    | 67  | 67   |
| Presentation conducted to groups of MSFWs (Migrant education, Head Start parent meetings, ESL classes, churches, etc.)   |      |     | 1     |      |      |      |      |      | 1     |       |     |      |
| Visits to staff/attendance at staff, committee or council meetings at organization serving MSFWs (i.e., National Farmworker Jobs Program partner, Redlands Christian Migrant Association, Coalition of Florida Farmworker Organizations, etc.) | 2    |     | 2     | 2    | 2    | 1    | 3    | 1    | 2     | 2     | 2   |      |
| Follow-up contacts with MSFWs to complete partial applications taken during outreach   | 1    | 1   | 1     | 2    | 2    | 2    | 2    | 2    | 2     | 2     | 2   | 1    |
| Conduct outreach contacts weekly (minimum of 40 contacts per week)   | 42   | 42  | 42    | 42   | 42   | 42   | 42   | 42   | 43    | 42    | 42  | 42   |
| Other MSFW outreach activities*  |      | 1   |       | 1    |      | 1    |      |      |       | 1     |     |      |
| <b>FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs</b>  |      |     |       |      |      |      |      |      |       |       |     |      |
| 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     |     |      |
| Promotion of the Agricultural Recruitment System to employers  | 1    | 1   | 1     | 2    | 2    | 2    | 2    | 2    | 2     | 2     | 2   | 1    |
| Estimated outreach hours in month  | 123  | 123 | 123   | 123  | 123  | 123  | 123  | 123  | 127   | 123   | 123 | 123  |
| Estimated number of MSFW outreach contacts^ by month   | 183  | 183 | 183   | 183  | 183  | 183  | 183  | 183  | 187   | 183   | 183 | 183  |
| Estimated number of MSFW quality outreach contacts^ by month   | 104  | 104 | 104   | 104  | 104  | 104  | 104  | 104  | 106   | 104   | 104 | 104  |
| * Festivals, radio and other special MSFW events   |      |     |       |      |      |      |      |      |       |       |     |      |
| ^ Outreach contact estimates are the number of 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 (1480 hours / 8 hours per day) = 185 Outreach (OR) staff days   |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated total outreach contacts for the 12 months: 2200 (2200 Outreach Contacts / 185 staff days) = 12 outreach contacts per 8 hrs of OR   |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated total quality outreach contacts for the 12 months: 1250 (1250 Quality Contacts / 185 staff days) = 7 Quality Contacts per 8 hrs of OR  |      |     |       |      |      |      |      |      |       |       |     |      |
| Number of individual staff estimate to participate in outreach for the 12 months: 1  |      |     |       |      |      |      |      |      |       |       |     |      |
| Estimated number of: Ag Job Orders: _40_ Ag Positions: _2285_ Ag Positions Filled: H2A - unknown   |      |     |       |      |      |      |      |      |       |       |     |      |
| (Estimates taken from FY 07/01/2023 – 6/30/2024; All 40 Ag Job Orders were H2A )   |      |     |       |      |      |      |      |      |       |       |     |      |