



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
LANSING

STEVE ARWOOD  
DIRECTOR

**OFFICIAL**

E-mailed: 12/23/15 (xx)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 15-33**

**Date:** December 23, 2015

**To:** Michigan Works Agency (MWA) Directors

**From:** Joe Billig, Director, Office of Talent Policy and Planning  
Workforce Development Agency (**SIGNED**)

**Subject:** Migrant Seasonal Farm Workers (MSFWs) Outreach Program

**Programs Affected:** Wagner-Peyser (7a) Employment Service  
Wagner-Peyser (7b) MSFWs Outreach Program

**Rescissions:** State of Michigan WDA PI: 11-11 Change 1, Employment Service Manual, Section 500

**References:** Code of Federal Regulations, Title 20, Chapter V, Part 653

**Policy:** Effective December 6, 2015, MWAs identified as having “significant” or “special circumstance” offices will receive Wagner-Peyser 7(b) funds to operate an MSFW Outreach Program. The MWAs selected to operate an Outreach Program are Michigan Works! - Berrien/Cass/Van Buren, Capital Area Michigan Works!, GST Michigan Works!, Michigan Works! West Central, Northwest Michigan Council of Governments, and West Michigan Works! The Allocation Table is listed in Attachment I of this policy issuance.

The purpose of the MSFW Outreach Program is to locate and contact MSFWs, who are not being reached by normal intake activities. Those MWAs operating an Outreach Program should make sufficient penetration in the farm worker community so that a large number of MSFWs are aware of the full range of services available at the local Michigan Works! office. When making contact with the MSFWs in the field, the Outreach Worker will encourage them to visit the local office to receive the full-

range of services. However, if the MSFW is unable or unwilling to visit the office, the Outreach Worker will provide assistance in the field.

### **Outreach Staffing**

When hiring or assigning staff for outreach duties, MWAs must seek qualified candidates through merit system procedures and organizations:

- from MSFW backgrounds,
- and/or who speak Spanish,
- and/or racially or ethnically representative of the MSFWs in the Prosperity Region.

### **Outreach Staff Training**

Outreach staff must receive training in the following areas:

1. Local office procedures.
2. Local programs, services, and assistance, including supportive services available to MSFWs.
3. Services, benefits, and protections afforded to MSFWs through the Employment Service program
4. Recognizing and reporting Apparent Violations by using the Apparent Violations Form (Attachment H). These types of abuses include the violations of employment-related laws, such as prevailing wage, wage rates, affirmative action, civil rights, and migrant housing issues/concerns.
5. Procedure for identifying and handling ES related and non-ES related complaints initiated by MSFWs, and the informal resolution of those complaints.
6. How to process agricultural and inter/intrastate agricultural job orders.
7. How to complete the Daily Outreach Activity Log, Monthly Events Summary, and the Outreach Monthly Office Summary (Attachments B, D, and F).
8. One-Stop Management Information System (OSMIS) – Registering and reporting services for MSFWs. A full registration versus a partial registration.

Training plans must be reviewed by the State Monitor Advocate before implementation. Outreach Workers should not provide Outreach Services until they have received training in the subject areas indicated.

## **Outreach**

MWAs should coordinate their efforts with other MWAs to assure agricultural labor moves in a coordinated manner through the planting and harvesting seasons of the state. Whenever feasible, the local offices should coordinate their outreach efforts with those of public and private community service agencies and MSFW groups. Outreach performed in the field should be coupled with other means of communication, such as newspaper and electronic media to ensure the greatest penetration in the farm worker community so that a large number of MSFWs are aware of the full range of employment services available to them.

Outreach Workers shall not engage in political, unionization, or anti-unionization activities during the performance of their duties.

Outreach Workers shall be provided with carry and display identification cards, upon request, or other material identifying them as MWA employees.

Outreach Workers shall not enter work areas to perform outreach duties or enter an employer's property without permission of the employer. Outreach Workers shall not enter the workers' living areas without the permission of the workers.

Outreach Workers must spend a majority of their time from May 1 through October 15 (the time period in which the greatest number MSFWs are in Michigan) making contacts with MSFWs in the field. The majority of time equates to 51 percent (%) or more. The remaining time can be utilized by providing additional outreach, seeking agricultural job orders, or any other acceptable Wagner-Peyser activity.

MSFW Outreach Workers are to explain to MSFWs in their working, living, or gathering areas, using written or oral presentations in a language readily understood by them, the services available from the local office including:

- Availability of testing, counseling, and other job development services.
- Types of specific employment opportunities currently available.
- Information on the ES Complaint System and other organizations serving MSFWs.
- A basic summary of farm worker rights concerning the terms and conditions of employment.

After making the presentation, the Outreach Worker shall urge the MSFWs to go to the local office to obtain the full range of Employment Services. If the MSFW cannot, or does not wish to, visit the local office, the Outreach Worker shall offer to provide onsite assistance on the following:

1. Assistance in the preparation of applications
2. Referral to specific employment opportunities currently available or information regarding the types of employment opportunities that will become available on the date that the MSFW indicates they will be available following their current employment.
3. Assistance in the preparation of either ES related or non-ES related complaints. Receipt and subsequent referral of complaints to the local complaint specialist or local office manager.
4. Referral to supportive services.
5. Assistance in making appointments and arranging transportation to and from local offices or other appropriate agencies.
6. Make follow-up contacts, as necessary.

### **Identifying and reporting Apparent Violations**

Outreach Workers shall be alert to observe the working and living conditions of MSFWs. Upon observation, or upon receipt of information regarding an apparent violation of federal or state employment-related laws or ES regulations by an employer, they shall document the suspected violation and refer this information to the local office for further processing.

If the employer has filed a job order with a local MWA office or the Pure Michigan<sup>®</sup> Talent Connect (PMTTC) within the past 12 months, the local office shall attempt informal resolution. If the employer does not remedy the suspected violation within five working days or if a violation of an employment related law is involved, the violation shall be referred to the appropriate enforcement agency in writing.

If the employer has not filed a job order with the local office during the past 12 months, the suspected violation of an employment related law shall be referred to the appropriate enforcement agency in writing.

### **State Monitor Advocate**

The State Monitor Advocate or their designee will perform the required yearly onsite review of all significant offices (unless the office was

evaluated by a federal review team in that year). The State Monitor Advocate is also responsible to monitor plans, provide technical assistance, and training in policy and procedures in the areas of the ES Complaint System, MSFW outreach, clearing labor, agricultural job orders, and the identification of Apparent Violations.

### **Data Collection and Reporting**

Outreach Workers are required to report services provided to MSFWs. Data will be collected whenever outreach contacts occur. Data will be submitted by the MSFW Outreach Worker on the Daily Outreach Activity Log (Attachment B) and the Monthly Events Summary (Attachment D). MSFW outreach staff must complete and submit these forms to the MWA staff person designated to receive and compile the information.

During any month that any Outreach Activities are conducted, the Outreach Monthly Office Summary (Attachment F) must be completed. The local office staff must compile data from the Daily Outreach Activity Logs, and the Monthly Events Summary to complete this report. The report is e-mailed to the State Monitor Advocate within ten (10) days of the last day of the month the report covers. The Daily Outreach Activity Log, Monthly Events Summary, and Outreach Monthly Office Summary must be kept on file in the MWA office for three (3) years. Upon request, these forms must be made available to any state or federal onsite review teams.

The following forms are used exclusively in the MSFW Outreach Program:

- Daily Outreach Activity Log (Attachment B )
- Monthly Events Summary (Attachment D)
- Outreach Monthly Office Summary (Attachment F)
- Apparent Violations Form (Attachment H)

Data entry of all registrations and services provided must be entered into the OSMIS within two (2) business days after providing the service.

### **Onsite Disclosure of Data**

All state and federal Freedom of Information Act (FOIA) regulations apply to the Outreach Program. Documents, that if disclosed would constitute an unwarranted invasion of personal or employer privacy, may be withheld provided the reason is given to the requestor in writing.

## **PERFORMANCE**

### **Equity Indicators**

Program performance indicators have been established that measure minimum Wagner-Peyser service levels to MSFWs and the equity of services provided to MSFWs in comparison to participants who are not MSFWs. The five equity indicators include 1) MSFWs referred to jobs, 2) MSFWs that received staff-assisted services, 3) MSFWs referred to supportive services, 4) MSFWs provided career guidance, and 5) MSFWs provided job development contacts. Achieving equity occurs when the ratio of the services provided to MSFWs over the services provided to non-MSFWs is greater to or equal to one. Michigan is required to meet at least four of the five equity indicators.

### **Service Level Indicators**

The table below illustrates five of the seven minimum service level indicators and their corresponding compliance levels that address other Wagner-Peyser services to MSFWs. The State Monitor Advocate is responsible for yearly review of Significant Offices at 100 percent (%), and Agricultural Job Order H2A Field Checks at 25 percent (%.) Michigan is required to meet at least four (4) of the seven (7) minimum service level indicators.

<b>MWA Service Level Indicators</b>	
1) MSFWs placed in a job	42.5%
2) MSFWs placed in a job with a wage exceeding the federal minimum wage by at least 50 cents/hour	14%
3) MSFWs placed long-term (150 days or more minimum) in a non-agricultural job	3%
4) Outreach contacts per staff day	5 contacts per staff day
5) Timely processing of complaints	90%

### **Evaluating Outreach Worker Performance**

The MWA shall assess the performance of Outreach Workers by examining the overall quality and productivity of their work, including the services provided, and the methods. Performance shall not be judged solely by the number of contacts made by the worker.

## **Outreach Plan**

MWAs who receive Wagner-Peyser (7b) funding to operate an Outreach Program are required to submit an MSFW Outreach Plan Narrative, Budget Information Summary (BIS), and the Plan Approval/Modification Request. Beginning with the Program Year 2016 (July 1, 2016 - June 30, 2017), the Outreach Plan and these components will be submitted to the WDA no later than April 30<sup>th</sup> of each year.

The Narrative section of the plan shall set forth numerical goals of the projected number of MSFWs to be recruited through outreach contacts, and shall include at a minimum the following components:

- 1) It must identify how MSFWs will be contacted, but more importantly, how those who qualify for services will be registered in OSMIS and persuaded to visit the local MWA office for services.
- 2) An estimate of the MSFWs located in the service delivery area covered by the local office.
- 3) A goal for the actual number of MSFWs to be contacted through outreach for the upcoming Program Year (PY).
- 4) The plan must project recruitment numbers of MSFWs, and these recruitment numbers must be reflective of the number of MSFWs in the service delivery area covered by the local office.
- 5) Synopsis of the goals that were met, or not met from the previous year's plan. If the goals were not met, the plan must address the reasons the numbers were not met, and identify new approaches to achieve the new goals.
- 6) A monitoring portion, explaining how the local office will monitor the federally mandated equity indicators and service level indicators, and how these indicators will be met. The equity indicators and service level indicators are discussed in the Performance Section of this policy issuance.

## **Indirect Program Costs**

The indirect program costs were built into each of the grant allocation amounts. Indirect costs include expenses associated with program management, planning, coordination, and supervision of the Outreach Worker.

## **Direct Program Costs**

Allowable MSFW Outreach Program costs include:

- The full amount of the wages and benefits earned and paid to the MSFW Outreach staff, provided they are merit-based employees and deliver outreach and other services consistent with the directives of this policy.
- The costs for the resources and tools needed by the MSFW Outreach staff to perform their duties. These expenses include those for cellular smart phones, identification cards, tablets/laptops/computers, wireless internet access, transportation, brochures or flyers in Spanish, and cost allocated amounts for rent, etc.

Grant funds that remain unexpended on June 30, 2016, will be subject to recapture and redistribution.

### **Action:**

Michigan Works! - Berrien/Cass/Van Buren, Capital Area Michigan Works!, GST Michigan Works!, Michigan Works! West Central, Northwest Michigan Council of Governments, and West Michigan Works! must submit the following documents to the WDA within 30 days of the issuance of this policy, covering the time period from December 6, 2015 to June 30, 2016:

- Outreach Plan Narrative. All of the elements of the Outreach Plan mentioned earlier will not be required for the first partial year plan, due to the short time frame and lack of historical data. Instructions for completing the Outreach Plan Narrative are included.
- A completed Plan Approval/Modification Request. (Hard copy should immediately follow any electronic submission.)
- A completed Budget Information Summary (BIS). Instructions are included. The BIS is an Excel spreadsheet attached to this policy.

Send the Outreach Plan Narrative, Budget Information Summary, and Plan Approval/Modification Request to:

Mr. Brian Marcotte, Manager  
Welfare Reform and Wagner-Peyser  
Workforce Development Agency  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Or

e-mail them to [wda-wr-wp@michigan.gov](mailto:wda-wr-wp@michigan.gov)

**Inquiries:** Questions regarding this policy should also be directed to Mr. Brian Marcotte by phone at (517) 241-2475 or e-mail at [MarcotteB1@michigan.gov](mailto:MarcotteB1@michigan.gov).

**Expiration**

**Date:** June 30, 2016

JB:CS:pv

Attachments:

- A. Daily Outreach Activity Log Instructions
- B. Daily Outreach Activity Log
- C. Monthly Events Summary Instructions
- D. Monthly Events Summary
- E. Outreach Monthly Office Summary Instructions
- F. Outreach Monthly Office Summary Form
- G. Apparent Violations Instructions
- H. Apparent Violations Form
- I. MSFW Outreach Program Allocation Table

**Migrant and Seasonal Farm Worker (MSFW)  
Outreach Plan Narrative  
Instructions**

1. Michigan Works! Agency (MWA) Contact Person:  
Identify an MWA contact person; including the address, phone number, and e-mail address for purposes of communication regarding the MSFW Outreach Plan.
2. Merit-Staff Employees:  
Please provide the name of the merit-based organization hiring the Outreach Worker(s). State the type of organization, such as ISD, Community College, School District, etc.
3. Full-Time Equivalent (FTE) Outreach Staff:  
Indicate the number of FTE's that will be employed as MSFW Outreach Workers. Those locations indicated as significant offices on the Allocation Table, (Attachment I) require the assignment of a sufficient number of FTEs to perform MSFW Outreach. The list of significant offices and their locations are subject to change on an annual basis. Other offices in the state may be deemed significant due to special circumstances. These decisions are made by the USDOL/ETA.
4. Outreach Hours:  
Indicate the total number of hours that will be devoted to MSFW Outreach during the plan period. Outreach Hours are only those hours when staff are in the field making one-on-one or group contacts in person with MSFWs. The Outreach Worker may claim those hours spent doing the data-entry of the Outreach Contacts and services they provided. Outreach Hours cannot be counted in these circumstances:
  - Making visits to farmers, unless the visit is with the intent to do specific job development for an MSFW. Although visits to farmers are necessary, they are not considered Outreach to MSFWs; and
  - When a prior MSFW Outreach contact comes into the MWA local office for services.
5. Contacts and Job Placements:  
Indicate the number of planned MSFW contacts and job placements that will be made by the MSFW Outreach staff during the plan period.
6. Please provide a brief narrative of your strategic plan for delivering an MSFW Outreach Program that will reach a large number of MSFWs. Incorporate the amounts from numbers 3, 4, and 5 into your narrative.
7. How will the Michigan Works! Agency facilitate the statewide cooperation between the regions who have agricultural activity, move MSFW talent through Michigan to meet agricultural employers needs, and ensure MSFWs are working full-time while they are in Michigan?

**MSFW Outreach Program  
Approval/Modification Request  
Instructions**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the title for the plan being submitted. “MSFW Outreach – Wagner-Peyser 7(b)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “15-33” has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “12-06-2015 - 06-30-2016” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY15 Wagner-Peyser 7(b)” has been preprinted.
7. Project Name: Enter the Project Name. “MSFW Outreach - AY15 Wagner-Peyser 7(b)” has been preprinted.

**MSFW Outreach Program  
Approval/Modification Request**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Plan Title: MSFW Outreach Wagner-Peyser 7(b)			
4. Policy Issuance Number: 15-33		5. Plan Period: 12-06-2015 - 06-30-2016	
6. Grant Name: AY15 Wagner-Peyser 7(b)		7. Project Name: MSFW Outreach AY 15 Wagner-Peyser 7(b)	

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

WDA 1001-01 (Revised 11-15)

The Workforce Development Agency, State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**MSFW Outreach - Wagner-Peyser (7b)  
Budget Information Summary (BIS) Instructions**

**Section I - Identification Information**

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable to the BIS. “15-33” has been preprinted.

Grant Name: Enter the name of the grant associated with the funding being awarded. “AY15 Wagner-Peyser 7(b)” has been preprinted.

Project Name: Enter the name of the project associated with the funding being awarded. “Wagner-Peyser 7(b)” has been preprinted.

Plan Period: Enter the start and end dates of the plan period, e.g., 12/06/2015 to 06/30/2016. \*\*

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant. “17.207” has been preprinted.

**Section II - Total Funds Available**

Award: Enter the amount of the allocation.

**Section III - Current AY Planned Expenditures by Cost Category**

Program: Enter the amount of funding to support indirect program costs  
Enter the amount of funding to support direct programmatic costs.

\*\* The information in this field has already been pre-entered on the BIS.

## **Budge Information Summary (BIS)**

The Budget Information Summary for the MSFW Outreach Program, Wagner-Peyser 7(b) is named *15-33\_BIS.xlsx* and can be found as an Excel file attached to this e-mail.

## Daily Outreach Activity Log Instructions

During months when Outreach Activities are conducted, Outreach Workers shall maintain complete records of their contacts with MSFWs, and the services they perform in accordance with a format developed by the Employment and Training Administration. These records shall include a daily log, a copy of which shall be sent monthly to the local office manager and maintained on file for at least three years.

These records shall include:

- the number of contacts and names of contacts, where applicable,
- the services provided, state if a complaint was received, an application was taken, and whether a referral was made;
- each possible violation or complaint of which they have knowledge;
- actions that were taken when ascertaining the facts and referring the complaint;
- description of the circumstances and names of any employers who have refused Outreach Workers access to MSFWs.

Column 1:

Date: Record every workday date of the month. Also, include any weekend dates when outreach was conducted.

Column 2:

Outreach Hours: Record the total hours used, including travel time. The total number of hours should include all of the hours out of the office explaining to MSFWs the services available at a local office. *Time preparing materials for outreach is not included as outreach time.*

Column 3:

In Office Related Activities: When listing time in the office, related activities must have been as a result of *prior outreach performed*.

Column 4:

Name of MSFW, Employer, or Organization: Record names to correspond with Columns, 6, 7, 8, and 11. Use the corresponding column number before any MSFW, Employer, or Organization referenced. **Example:** 6- Santiago Luis, 8- Maria Guadalupe

Column 5:

MSFW Contacts: An outreach “contact” shall include either the presentation and follow-up of information, and offer of assistance in completing the specified services below:

- All services available at the local office (jobs, job applications, complaint system, complaints, training, supportive services, testing, counseling, job development services, supportive services, farmworker rights); or,
- As needed, assistance in making appointments and arranging transportation for individual MSFWs or members of their family to and from local offices or other appropriate agencies.

The information must be given in a language readily understood by the contact.

- Record only the number of MSFW contacts who are workers.
- For events: If more than one staff is present at the gathering, divide the total number of attendees by the number of staff present and record that number.

Column 6:

Registration Taken: Record number of partial or full registrations taken.

Column 7:

Referral to Job: Record number of MSFWs referred to specific job opportunities.

Column 8:

Complaint Taken: Record number of complaints taken from MSFWs while on outreach.

Column 9:

Apparent Violations: Record number of suspected violations of employment-related laws or Employment Service regulations by an employer, such as:

- Pay not at the hourly rate advertised
- Housing violations
- Number entered is for each violation, even if all violations are on one Apparent Violations Form.

Refer H-2A-related Apparent Violations to WDAs Foreign Labor Certification Team.

Column 11:

Access Refused by Employer: Record number and note names of employers who have refused Outreach Workers access to MSFWs.

Column 12:

MSFW Contacts with Partner Agency: Enter the number of MSFWs contacted who were provided ES information while on outreach with a partner agency.

Column 13:

Hours of Outreach with Partner Agency: Record the number of hours spent on outreach with partner agency staff.

### Daily Outreach Activity Log

The Daily Outreach Activity Log for the MSFW Outreach Program, Wagner-Peyser 7(b) is named “MSFWOutreachActLog.xlsx” and can be found as an Excel file attached to this e-mail.

DAILY OUTREACH ACTIVITY LOG  
 MONTH:  
 OFFICE:

1	2	3	4	5	6	7	8	9	11	12	13	14
Date	Outreach Hours (including travel time)	In-Office Related Activities Hrs.	Name of MSFW, Employer, or Organization Asterisk (*) Fields require the name of the MSFW, Employer and/or Organization	Number of MSFW Contacted	Registrations taken*	Referral to a Job*	Complaint Taken*	Apparent Violations	Access Refused by Employer*	Number of MSFW contact by cooperating agency staff	Hours of outreach with cooperating agency	Notes/Comments
	0	0		0	0	0	0	0	0		0	

12/15//2015

**Monthly Events Summary  
Instructions**

**Date:** Record the date you are submitting the report. The report should be submitted to the MWA designee by the 2nd of every month.

**Office:** Record your office location.

**Region:** Record your Agricultural Reporting Region.

**Contact:** Record your name.

**Current Crops/Agricultural Activity:** List the crops that are currently being harvested and/or agricultural activities, as well as an approximate time when other crops may be ready for harvest.

**Work Available:** List any open positions at the time you are writing the report.

**Example:** Positions open for blueberry harvesters and grape vine-trimmers.

**Availability of Housing:** Note if licensed housing is available for job orders taken.

**Other Observations:** Add any notes you feel give the job seeker more information.

**Crop Condition/Weather Problems:** Describe the condition of the harvest. Include information on the weather as it relates to damage to crops or timeliness (early/late).

**Labor shortages/excesses:**

### Monthly Events Summary

<b>Date:</b>		
<b>Office:</b>		
<b>Prosperity Region:</b>		
<b>Outreach Worker Name:</b>		
<b>Current Crops Agricultural Activity:</b>		
<b>Available Employment:</b>		
<b>Housing Availability:</b>		
	<b>Employer MSFWs Events</b>	
<b>#1 Event Name:</b>		
<b>Date:</b>		
<b>Number of Participants:</b>		
<b>Presenter:</b>	<b>Yes or No</b>	
<b>Event Sponsor(s):</b>	<b>Yes or No</b>	
<b>Benefit of Your Presentation:</b>		
	12/14/2015	

Please use additional pages, as needed.

**Outreach Monthly Office Summary  
Instructions**

During months when Outreach Activities are conducted, each local office manager shall file with the State Monitor Advocate an Outreach Monthly Office Summary Report of Outreach efforts. These reports shall summarize information collected via the Outreach Daily Activities Log.

### Outreach Monthly Office Summary

The Outreach Monthly Office Summary is named, “**OutreachMonthlySum.xlsx**” and can be found as an Excel file attached to this e-mail.

OUTREACH MONTHLY OFFICE SUMMARY													
MWA Office Name:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
# of Days of AES Outreach:													0
# of MSFW Contacts:													0
Apparent Violations:													0
# of Contacts by Others:													0
# Outreach Days by Others:													0

QUARTERLY OUTREACH SUMMARY			
		<b>Number of AES</b>	
1st Qtr # of MSFW Contacts:	0	1st Qtr Avg # of MSFW Contacts:	0.00
1st Qtr # of Outreach Days by Staff:	0	1st Qtr Avg # of Days of Outreach by Staff:	0.00
1st Qtr # of MSFW Contacts by Others:	0	1st Qtr = July, Aug & Sept	
1st Qtr # of Outreach Days by Others:	0		
1st Qtr # of Apparent Violations Reported:	0		
1st Qtr Outreach Contacts per Outreach Staff Day Worked		#DIV/0!	
2nd Qtr # of MSFW Contacts:	0	2nd Qtr Avg # of MSFW Contacts:	0.00
2nd Qtr # of Days of Outreach by Staff:	0	2nd Qtr Avg # of Days of Outreach by Staff:	0.00
2nd Qtr # of MSFW Contacts by Others:	0	2nd Qtr = Oct, Nov & Dec	
2nd Qtr # of Outreach Days by Others:	0		
2nd Qtr # of Apparent Violations Reported:	0		
2nd Qtr CUMMULATIVE Outreach Contacts per Outreach Staff Day Worked		#DIV/0!	
3rd Qtr # of MSFW Contacts:	0	3rd Qtr Avg # of MSFW Contacts:	0.00
3rd Qtr # of Days of Outreach by Staff:	0	3rd Qtr Avg # of Days of Outreach by Staff:	0.00
3rd Qtr # of MSFW Contacts by Others:	0	3rd Qtr = Jan, Feb & Mar	
3rd Qtr # of Outreach Days by Others:	0		
3rd Qtr # of Apparent Violations Reported:	0		
3rd Qtr CUMMULATIVE Outreach Contacts per Outreach Staff Day Worked		#DIV/0!	
4th Qtr # of MSFW Contacts:	0	4th Qtr Avg # of MSFW Contacts:	0.00
4th Qtr # of Days of Outreach by Staff:	0	4th Qtr Avg # of Days of Outreach by Staff:	0.00
4th Qtr # of MSFW Contacts by Others:	0	4th Qtr = Apr, May & Jun	
4th Qtr # of Outreach Days by Others:	0		
4th Qtr # of Apparent Violations Reported:	0		
4th Qtr CUMMULATIVE Outreach Contacts per Outreach Staff Day Worked		#DIV/0!	

## **Apparent Violations Instructions**

This form is used when you observe or become aware of an issue or problem that needs to be further investigated. Be as complete as you can. The information you provide will allow for the routing of the referral to the proper agency for investigation.

Apparent Violations must be entered on the Apparent Violations Log.

### **Submitter/Observer**

- List the name of the agency or organization that is submitting the referral.
- Name for the primary individual on-site making the observations and completing this worksheet.
- If others are available to corroborate the observation, provide this information in the Description of Problem/Hazards Observed section.

### **Observation/Housing Location**

- Include the Camp ID and Camp Name if this referral is for a currently or previously licensed site.
- Include a description of the location. If not known, bracket the street address, i.e., 'between 1246 and 1260 Oak Avenue' or 'the field at southwest corner of Oak and Ives.'
- City should be the closest to the location as opposed to a mailing address.
- Township should be in the format of Tier and Range rather than political township.

### **Employer / Housing Owner**

- Ask individuals on the site who they work for and/or who owns the property
- If this information is not available, plat maps, parcel maps, and local tax assessor's records can be helpful.

### **Type of Referral**

- Check all types of issues/problems that apply to this observation. If something is not on the list, write it in.

### **Site Details**

- The MDA Migrant Labor Housing Program requires that five (5) or more migrant agricultural workers be housed at the location to be required to be licensed.
- An English speaking person on the site lets us know whether we need to arrange for bilingual assistance.
- The number of children on site helps with risk assessment.

### **Description of Problem / Hazards Observed**

- Provide a general description of the problems observed. (Is it unlicensed housing, sanitation, unattended children?)
- If applicable, what is the nature of the housing at the site? (Is it a mobile home in a field or a 7-unit motel?)
- Describe what was observed. For instance, two children, ages 8 and 10, working in the field with parents; Sewage on the ground by living unit #4; No water or toilet facilities provided for 10 workers harvesting asparagus.
- Use one line for each observation and list the highest risk situations first.
- If you observe more problems than can be listed on the form, continue on the back of the form.
- If you have photographic documentation of the observation, include the photo number/ID.
- If relevant events occurred prior to the observations you made, please list them as well.

Examples:

- May 1st, Steve Jones called about conditions in the housing where he was living
- May 3rd, Bill Bonds from Intercare visited the site because of an ill child.
- May 4th, Katie Hastings, after a call from Intercare, visited the site and talked with six workers.

### **Processing Apparent Violations**

If the employer has posted a job on the Pure Michigan Talent Connect (PMTTC) site within the past year, a local resolution should be attempted. If there is no resolution within five business days, refer the Apparent Violation(s) to the appropriate enforcement agency.



<b>MSFW Outreach Program – Wagner-Peyser (7b) Allocation Table</b>		
<b>MWA</b>	<b>Significant Offices</b>	<b>Allocation</b>
Berrien/Cass/Van Buren	Dowagiac	\$135,019
West Central	Ludington Shelby	\$212,677
West Michigan Works!	Sparta Holland	\$210,965
Capital Area		\$46,875
GST		\$43,896
Northwest		\$102,667
<b>TOTAL ALLOCATED</b>		<b>\$752,099</b>

The table represents Wagner-Peyser (7b) funding provided to those local offices with significant offices/populations of MSFWs. These offices are designated annually by the U.S. Department of Labor's Employment and Training Administration, and include those local offices where MSFWs account for 10 percent (%) or more of the annual registrations, and/or those offices which the WDA determines should be included due to special circumstances.

Funding is to be used to operate an Outreach Program in order to locate and contact MSFWs, who are not being reached by normal intake activities.