

# Interagency Migrant and Seasonal Farm Worker Referral Form

Please transmit to contact below or appropriate agency within one day of observation

Type of Referral	Camp ID / Living Unit	Business / Company
Contact Name	Street Address	Contact Name
Phone	City, State, Zip	Phone
Email	County, Township, Section	Email

<p style="text-align: center;"><b>Issues Observed</b> (check all that apply)</p> <p>Housing Conditions / Occupancy</p> <p>Field Sanitation / Work Conditions</p> <p>Wage Issues</p> <p>Child labor</p> <p>Housing Discrimination</p> <p>Employment Discrimination</p> <p>Human Trafficking</p> <p>Crew Leader Issues</p> <p>Other:</p>	Observation Date / Time	5 or More Migrant Ag Workers
	Number of Ag Workers	Language(s) Spoken
	Home State(s)	Total Employees Present
	Total Housing Occupants	Number of Children Under 12
	Services Needed for Individual, Family, or Camp?	

**Services Needed**  
(check all that apply)

- Food
- Health Care
- Childcare
- Housing
- Employment
- Education
- Training
- Other:

**Submit form to MDHHS Farmworker Outreach Services Division at [mdhhs-migrant-affairs@michigan.gov](mailto:mdhhs-migrant-affairs@michigan.gov). For questions, call (833) 742-9832.**

# Interagency Migrant and Seasonal Farmworker Referral Form Instructions

## Version 13 (1/2024)

The intent of this form is to report potential issues and/or services needed while observed in the field or through contact with a farmworker. Be as complete as you can. The information you provide will allow for the routing of the referral to the proper agency for expedited resolution and remediation.

### Observer

- List the name of the agency or organization.
- Name of the primary individual observing the issue/need and completing this worksheet. Please note there are certain agencies that cannot guarantee anonymity of the observer. Referrals can be submitted anonymously but could make it difficult if clarification is needed.
- If others are available to corroborate the observation of an issue, provide this information in the Description of Issue Observed and/or Services Needed section.
- Observer information can be added.

### Observation / Housing Location

- Include the Camp ID (if known) and living unit(s).
- 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.

### Employer and/or Housing Owner

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

### Type of Referral

- Check all types of issues / problems that apply, if applicable. If something is not on the list, write it in.
- Check all services needed, if applicable. If something is not on the list, write it in.

### Site Details

- Provide as much detail as possible and be specific.
- The number of children on site helps with risk assessment.
- Indicate if services are needed for everyone at a site or for an individual or family.

### Description of Issue Observed and/or Services Needed

- Provide a general description of the issues observed (i.e. unlicensed housing, sanitation, unattended children) and/or services needed (i.e. food pantry, need transportation to doctor appt, looking for housing).
- If applicable, what is the nature of the housing at the site? (Is it a mobile home in a field or a seven-unit motel?)
- If reporting a potential issue, describe what was observed. For instance, 2 children ages 8 & 10 working in field with parents; Sewage on 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 issues than can be listed on the form, use a second worksheet.
- If you have photographic evidence of the observed issue, include the photo(s) with your form.
- If relevant events occurred prior to the observations you made, please list them here as well. Such as:
  - o May 1st, Juan Garcia called about conditions in the housing where he was living

### To Complete the Referral Process

- Please send referral form and any photographic evidence to MDHHS Farmworker Outreach Services Division at [mdhhs-migrant-affairs@michigan.gov](mailto:mdhhs-migrant-affairs@michigan.gov). If you have questions, you can email or call (833) 742-9832.
- If you observe an issue that poses an immediate danger, call 911.
- If there is a need for services, you can also refer them to 211 or [www.mi211.org](http://www.mi211.org).