



**Migrant and Seasonal Farmworker (MSFW)  
Outreach Plan  
Program Years 2016 – 2019**

**Local Workforce Development Area 19**

**Tel** 863-385-3672  
**Fax** 863-382-9067

901 US Hwy 27 S., Suite 1  
Sebring, Florida 33870

[www.careersourceheartland.com](http://www.careersourceheartland.com)  
[ddoubleday@careersourceheartland.com](mailto:ddoubleday@careersourceheartland.com)

**Date Submitted:** August 24, 2016

**Plan Contact:** Donna Doubleday, President/CEO

## CareerSource Heartland – LWDA 19

### Migrant and Seasonal Farmworker (MSFW) Outreach Plan Program Years 2016 – 2019

#### *A. Assessment of Need*

CareerSource Heartland (CSH) – Local Workforce Development Area 19 (LWDA 19), has been determined a Migrant and Seasonal Farmworker significant area. The top major labor intensive crop activity during the 2014-2015 season consisted of citrus with oranges leading the way, then grapefruit and other specialty fruits (tangerines, tangelos, etc.). According to the Florida Department of Agriculture and Consumer Services 2015 Citrus Highlights, three of the top five citrus producing counties in the State - Highlands, DeSoto, and Hardee - are located in LWDA 19. In vegetable production, cucumbers and tomatoes are on top, followed by blueberries, strawberries and watermelons in the special commodities category.

According to the 2012 Census of Agriculture, Florida has the second largest nursery industry in the country, after California, and is an important commodity to LWDA 19's agricultural industry. The nursery commodity is increasing in the state and in our LWDA. Although many workers are employed year-round, this workforce is important to quantify for purposes of determining housing, education and training, and the social service needs of the farmworker population.

The state's agriculture labor pool in general is expected to be slightly lower this year, evidenced by trends from previous seasons and an increase in the number of employers using H-2A Temporary Non-immigrant Agricultural Worker Visa Programs, and the same is expected in LWDA 19. During the peak season, September – June, there is an estimated labor pool of 5,700 workers, with an estimated 1,800 during the off season. According to employment projection data from the Florida Department of Economic Opportunity (DEO) Labor Market Data Center, agricultural worker occupations in LWDA 19 are expected to decline by 6.3% by 2023. With lower numbers of farmworkers expected, and higher numbers of those who do not meet employment authorization requirements, and the increasing number of workers recruited and hired through H-2A visa programs, MSFW Outreach workers face a multitude of challenges in meeting MSFW program goals. In LWDA 19 there were 6,667 Alien Labor Certification H-2A job openings during the period of July 1, 2015 through June 30, 2016.

**MSFW Challenges:** Resources most needed by MSFWs include employment (job referrals) and supportive services such as education and training, language, food and clothing, and housing.

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

During the season (September – June), MSFW Outreach staff is assigned to fieldwork at an estimated 80% of the work day. The purpose is to identify the needs of agricultural workers and to connect workers seeking agricultural employment with employers. MSFW Outreach staff members are familiar with the locations where the MSFW population congregates, and meets with them at these locations.

MSFW Outreach staff is responsible for making five quality contacts per day and completing the log of daily outreach activities form. The log is a part of the monthly MSFW Outreach report submitted to the State Senior Monitor Advocate at the end of each month.

#### *B. Assessment of Available Resources*

CSH has two fulltime, year-round MSFW Outreach staff to cover LWDA 19 (DeSoto, Hardee, Highlands and Okeechobee Counties). MSFW Outreach staff has extensive experience in working with the MSFW client population and a thorough knowledge of the One-Stop service delivery system. Both MSFW Outreach staff is bi-lingual in English/Spanish and are approved for flex time (from normal daily work hours) as needed to accommodate the MSFWs and Agriculture Employers daily schedules and seasonal harvest periods and to promote effective outreach activities. This enhances productivity and ensures that quality services are provided to the agricultural population.

CSH frontline staff works in conjunction with MSFW Outreach staff to provide referrals to employment opportunities, job training, and referral to support services to MSFWs hindered by seasonal unemployment and/or underemployment. Staff will:

1. Assess employment needs of the MSFW population to be served;
2. Make referrals to those services that will enable farmworkers and their families to obtain or retain employment;
3. Allow participation in other program activities leading to their eventual placement in unsubsidized agricultural or nonagricultural employment;
4. Allow activities leading to stabilization in agricultural employment; and
5. Provide referrals to support agencies.

Valuable resources available to MSFWs through Memorandums of Understanding (MOU) with partner agencies include:

- School District of DeSoto County, Hardee County School Board, South Florida State College, and Indian River State College - Adult Education, Literacy, and ESOL
- Agricultural and Labor Program, Inc. (ALPI) who serves as the designated Community Service Action Agency (CAA) in Highlands County - LIHEAP (Low Income Home Energy Assistance Program) services to help pay electrical bills and training support services
- Manatee Community Action Agency, Inc. (MCAA) in Hardee and DeSoto counties - child development services and school readiness
- Florida Department of Education Division of Vocational Rehabilitation to individuals with physical impairments in DeSoto, Hardee, Highlands and Okeechobee counties - vocation rehabilitation services

Resources available through informal partnerships include:

- Florida Rural Legal Services - legal assistance
- Department of Children & Families - SNAP and TANF programs

- Redlands Christian Migrant Associations (RCMA), East Coast Migrant Head Start Programs (ECMHSP), and Early Learning Coalitions - Child Development and School Readiness programs
- Hardee Help Center, Manna Ministries, Catholic Charities, Church Service Center, and various thrift stores - food and clothing assistance
- Health Departments and Central Florida Health Care medical and dental assistance
- Habitat for Humanity agencies, Country Manor Apartments, Avon Park Housing Authority, Hope Villa Apartments, Highlands Cove Apartments, and Florida Non-Profit Housing, Inc. - housing assistance
- Peace River Center – Domestic violence counseling and shelter
- MV Transportation (Transportation Disadvantaged Coordinator) – Transportation

Resources available to all employers, including agricultural employers, consist of:

- Posting job orders
- Applicant screening and referral of qualified candidates
- Assessments and testing
- Meeting facilities for interviewing
- Current wage and Labor Market Information (LMI)
- Information on Work Opportunity Tax Credits (WOTC)
- Specialized recruitment events and job fairs
- Assistance with reduction in workforce/layoffs

MOUs exist between CareerSource Heartland and local farmworker programs that describe the coordinated efforts to serve MSFWs in LWDA 19 through education and training, coordinated outreach efforts, and co-enrollment of FCDP and WIOA participants as applicable. These include:

- South Florida State College Farmworker Career Development Program (FCDP) - DeSoto, Hardee and Highlands Counties (Attachment A)
- Indian River State College Farmworker Career Development Program - Okeechobee County (Attachment B)

MSFW Outreach staff meets regularly with partners to ensure a seamless service delivery system, ensuring every client is treated fairly and with respect. All CSH workforce services are available to the MSFW population as required in 20 CFR, Part IV 651, 653, and 658, services for MSFWs.

### *C. Proposed Outreach Activities*

#### *1. Farmworkers Not Being Reached by Normal Intake Activities*

The objective of the MSFW Outreach program is to actively locate and contact those MSFWs who may not be reached through normal intake activities conducted at CSH career centers. CSH has two state merit staff performing outreach. Both are bilingual and representative of the MSFW population in LWDA 19. CSH Outreach Workers are trained in the recruitment and provision of services and are available directly through career centers located in Sebring

(Highlands County) and Wauchula (Hardee County); areas designated as significant MSFW locations, where there is significant agricultural activity and where a large number of job applicants are MSFWs. It should be noted that although physically located in two of the counties in LWDA 19, MSFW Outreach activities are conducted in all four counties (DeSoto, Hardee, Highlands and Okeechobee counties) making up LWDA 19.

CSH MSFW Outreach Workers are required to have a minimum of five MSFW quality contacts per workday. A quality contact is defined as an outreach contact with an MSFW where a reportable staff-assisted service is provided and documented.

MSFW Outreach Workers provide support by ensuring MSFW customers receive the full range of career and training services, and other support services available to all other non MSFW customers. Outreach will be accomplished through personal contacts, printed material, the media, community involvement and cooperative ventures with private and public agencies. Outreach workers will make personal contacts with MSFWs on a daily basis to explain the services available through the career centers and other agencies, including the availability of referrals to employment, training and supportive services; information on specific employment opportunities currently available, such as H-2A jobs and other low-skilled jobs; a basic summary of farmworker rights; and information on the employment service complaint system, including the Florida Farmworker Helpline. Outreach Workers will also provide this explanation in writing by way of the DEO Form 511N, which is available in English, Spanish and Haitian Creole. Additional materials will be provided during outreach to include a brochure outlining basic farmworker rights and flyers or brochures from partner agencies outlining services available. MSFWs will be provided the location of the nearest career center and encouraged to visit the center to obtain the full range of employment and training services.

MSFW Outreach Workers will visit sites where farmworkers live, work and gather, including pickup points, mass recruitments and orientations at farms, migrant health clinics, and locations where social services are provided, in order to contact the maximum number of MSFWs possible. Posters and other printed materials will be distributed at these locations, as available and determined appropriate, to maximize penetration into the farmworker community. Follow-up contacts will be made with MSFWs, as appropriate, to help ensure that needs have been met and to determine if any other assistance can be provided. Outreach Workers are also responsible in reporting any apparent violations observed while in the field. CSH will continue to establish new linkages and use existing relationships with local and statewide networks to solicit information and suggestions from appropriate public agencies, agricultural employer organizations and other groups representing and advocating on behalf of MSFWs.

2. MSFW Outreach Workers spend time in the farm worker community, ensuring the MSFW community is aware of the full range of resources and funds available through cooperative agreements with, and presentations to, the public, private, and faith based community service

agencies and other groups interested in the welfare of farmworkers. Contact will be made with agricultural employers for possible job openings, and MSFW Outreach Workers will assist Career Center staff with recruiting MSFWs for those specific job orders. In addition, CSH coordinates outreach efforts with the Farmworker Career Development Programs (FCDP) through signed Memorandum of Understandings between CSH and South Florida State College who serves as the FCDP provider for DeSoto, Hardee and Highlands's counties and Indian River State College who serves as the FCDP for Okeechobee County.

3. Under the supervision of the Center Branch Managers, MSFW Outreach staff prepares an MSFW Outreach Plan for DeSoto and Hardee counties and Highlands and Okeechobee counties. The plans projects activities, contacts and estimated hours. The plans include a focus on farmworkers and a focus on employers. The focus on farmworkers includes visits to organizations, stores or other areas where MSFWs live, work, and congregate. The focus on employers affirms the commitment to promoting the hiring of MSFWs. Attached to this document are the completed MSFW Outreach Plans for the DeSoto/Hardee Career Centers (Attachment C) and the Highlands/Okeechobee Career Centers (Attachment D). Estimated total goals match or exceed those outlined in the Unified Plan.
4. MSFW Outreach Workers are fully trained in all aspects of employment-related services to MSFWs. New outreach staff are trained on:
  - Wagner-Peyser (WP) services and CSH local procedures
  - MSFW regulations to include outreach requirements, full applications, reporting requirements and agricultural job orders
  - The employment service complaint system, apparent violations and basic farmworker rights
  - How to ask questions of farmworkers to determine if violations have taken place; such as – are field sanitation and pesticide regulations being followed by employers
  - Other organizations that provide services to MSFWs
  - Employment-related laws
  - Partner programs and services available

All CSH Career Center staff, including MSFW Outreach Workers, has access to online training modules and resources through DEO's website for all core programs and receive training on how to serve MSFWs who come to a Career Center for services. MSFW Outreach Workers and Career Center staff are encouraged to refresh their knowledge on policies and procedures through online training materials, and any online webinar trainings offered on the complaint system and MSFW requirements.

MSFW Outreach Workers and other applicable CSH staff, receive refresher training and farm labor compliance training through attendance at the annual MSFW Staff Development Conference. The conference offers training sessions on MSFW requirements under WP and

WIOA, as well as enhanced agricultural employer services; compliance with employment laws; the knowledge necessary to discuss farmworker rights with MSFWs during outreach; and UI eligibility issues.

In addition, CSH designates one day each quarter for professional development training for all staff, including MSFW Outreach staff, on a variety of different topics to meet employee needs and to ensure that all CSH staff is able to provide high quality services to all jobseekers and employers, including those who are MSFW and agriculture.

#### *D. Services Provided through the One-Stop Delivery System*

##### *1. Career and Training Services Provided to MSFWs*

CSH and its service providers are committed to serving the farmworkers in this LWDA. LWDA 19 encompasses several large, heavily populated farmworker communities with an abundance of agricultural labor-intensive harvest activities throughout the area. At all times during normal business hours, persons bilingual in English and Spanish will be available, either in person or by telephone. CSH staff is trained on the assistance needs of MSFWs and utilize the MSFW desk aide to assist in identifying MSFWs.

Customers are identified as MSFWs at the initial assessment and will be provided with a verbal and written explanation of services available in English, Spanish or Creole. Career and training services will be provided as necessary. Basic and individualized career staff assisted services will be provided through outreach and in each Career Center. The MSFWs' knowledge, skills and abilities will be assessed through an initial assessment to determine appropriate jobs to which they may be referred. Job referrals will be provided through mass recruitments, H-2A job referrals, other low-skilled job referrals and job developments. Staff will refer MSFW job seekers to H-2A job orders whenever possible. Staff will ensure terms and conditions of employment are discussed prior to referral and that the job seeker is aware of the assurances afforded. Staff will follow-up on all referrals made to H-2A job orders.

Referrals will be made to ESL classes to reduce language barriers and to all CSH workshops (work readiness) to enable MSFWs to become more competitive in the workforce. Staff will also provide career guidance and suggest training programs that would best serve the needs of those MSFWs who are not job ready or those looking for a change in occupation. Referrals will be made, as appropriate, to WIOA and to the local FCDP training programs, including co-enrollments when possible. MSFWs may be referred to Vocational Rehabilitation (VR) for disabled MSFWs, older workers programs and housing assistance agencies as needed. Career Center staff is familiar with and will refer MSFWs appropriately to other community supportive services.

##### *2. Services to Agricultural Employers*

CSH makes assistance available to all employers, including those in the agricultural industry, in filling job openings. CSH Business Services Representatives perform marketing outreach to growers, harvesters and processors, through new and existing contacts and encourage job order creation. CSH considers the needs of employers to be a high priority and take a proactive approach to assist employers in filling their job vacancies. MSFW Outreach Workers are encouraged to promote available H-2A jobs and the benefits offered, during their outreach activities. Other outreach activities may include completing I-9s, provision of labor market information, tax credit and employee bonding information, mass recruitment, workshops, and information on employer incentives.

To assist employers and employer organizations with recruiting domestic labor, a copy of *The Agricultural Recruitment System: An Agricultural Employer's Guide* brochure will be provided. The Agricultural Recruitment System (ARS) links employers who have temporary agricultural and food processing jobs with workers who need these jobs and are willing to live temporarily away from their local area. Those employers and/or employer organizations interested in ARS information will be directed to the State's Senior Monitor Advocate.

### 3. *Marketing the Employment Service Complaint System*

MSFW Outreach Workers are prepared to take complaints and market the employment service complaint system to farmworkers during outreach and to agencies as well. Information is provided on the Florida Farmworker Helpline, a toll-free number for farmworkers to call if they choose to file a complaint or report a violation anonymously. Outreach materials used by staff include DEO 511N form, farmworker rights brochure, and the Farmworker Helpline business cards with the toll-free number. This number is also included on complaint posters located in CSH Career Centers. Farmworkers and agencies are informed that complaints can be filed in person at any career center or with an outreach worker. Information on the Agricultural Recruitment System is shared with employers during outreach visits.

### *E. Significant Bilingual Office Plan*

CSH is committed to serving the farmworkers in this LWDA. LWDA 19 encompasses several large, heavily populated farmworker communities with an abundance of agricultural labor-intensive harvest activities throughout the area. At all times during normal business hours, persons bilingual in English and Spanish will be available, either in person or by telephone. CSH staff is trained on the assistance needs of MSFWs and utilize the MSFW desk aide to assist in identifying MSFWs.

MSFW Outreach Workers shall, by means of written and oral presentations, either spontaneous or recorded, in a language readily understood by MSFWs, explain the following:



- Services available at the Career Centers, including the availability of referrals to agricultural H2-A job orders and non-agricultural job orders, training, and supportive services available in the community, career counseling, and job development services;
- Use of Form 511N;
- Types of specific employment opportunities that are currently available in Employ Florida Marketplace;
- Complaint System;
- Information on other organizations serving MSFWs; and
- Basic summary of farmworkers' rights with respect to the terms and conditions of employment.

*F. Indicators of Compliance*

Equity Ratio Indicators:

1. Referred to employment
2. Referred to supportive services
3. Received staff-assisted services
4. Job development contacts
5. Career Guidance

Minimum Service Level Indicators:

1. Placed in a job
2. Placed with earnings of \$0.50 above minimum wage
3. Placed in long term non-agricultural jobs

LWDA 19 strives to serve farmworkers with the same equity of services as provided to non-farmworkers. The minimum service level process is met through mass recruitments, job developments, referrals to jobs, and outreach at gathering sites. Referrals are made to job developments and job orders that may reflect higher wages, at least \$0.50 above the minimum wage. CSH will ensure sufficient oversight is provided to assist Wagner-Peyser staff in their efforts to achieve the minimum service level indicators.

*G. Public Comment*

Input for the development of the MSFW Plan was solicited from our MSFW Outreach staff and Branch Managers for DeSoto, Hardee, Highlands, and Okeechobee centers. Discussions with the local Farmworker Career Development Programs (FCDP) were also incorporated into the plan. A copy of the plan was uploaded to our website at [www.careersourceheartland.com](http://www.careersourceheartland.com) under Public Notice from August 24, 2016 through September 9, 2016.

**Local Workforce Development Area 19 – MSFW Outreach Plan PY 2016 – 2019**

**Attachments:**

- **Attachment A – MOU South Florida State College Farmworker Career Development Program**
- **Attachment B – MOU Indian River State College Farmworker Career Development Program**
- **Attachment C – MSFW Outreach Plan DeSoto/Hardee Career Centers 2016-2019**
- **Attachment D – MSFW Outreach Plan Highlands/Okeechobee Career Centers 2016-2019**

**Memorandum of Understanding between CareerSource Heartland  
and  
South Florida State College  
Farmworker Career Development Program**

**For The Delivery of Services to Farmworkers under the Workforce Innovation and Opportunity Act**

This Memorandum of Understanding (MOU) sets forth the terms of the agreement for cooperation and collaboration between CareerSource Heartland (CSH) and South Florida State College 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 CSH Career Center system; and
  - B. Satisfy the requirements contained in the Workforce Innovation and Opportunity Act (WIOA) for a Memorandum of Understanding between CSH and the FCDP to provide program career services in a coordinated, seamless, and customer-friendly manner within the locally established CSH service delivery system.

- II. Services  
CSH maintains centers throughout Local Workforce Development Area (LWDA) 19, which includes centers in Highlands, Hardee, and Desoto Counties. Services will include the following:

- A. CareerSource Heartland  
These services include referral of qualified candidates to open job orders, and access to other programs, activities, and support services provided by various partners. CSH maintains a "universal" eligibility for the provision of basic career services. Referrals for more intensive career services and/or job training may be extended to individuals who demonstrate the need and meet eligibility requirements.

All customers may explore work preparation and career development services, and have access to information on a range of employment, training, and adult literacy and occupational education programs both on-site and through electronic systems. 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. 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 South Florida State College by offering:
  - Outreach, intake, orientation, eligibility determination, assessment, and counseling, as well as emergency services and referrals for farm workers.
  - Testing, career determination, and development of an individual employment plan for eligible farm workers.
  - Training services, which may include ESOL, GED, or vocational or certificate programs will be made available through the most appropriate facility in the area.
  - Communication of job development services - prior to participant hire - to CSH to facilitate data entry into EFM (Employ Florida Marketplace).

Both FCDP and CSH will coordinate their efforts to meet participant service delivery and employer job order needs. Both parties shall retain fiscal responsibility and accountability for the administration of the funds allocated to them under specific WIOA sections, and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

C. Joint Services

1. CSH and FCDP staff will work together to build service delivery and placement plans for co-enrolled participants.
2. CSH and FCDP will share participants and resources by creating/developing a referral system form as a tool to better communicate between the organizations programs.
3. CSH and FCDP will use EFM as the shared database system.
4. CSH and FCDP will coordinate information and services to avoid duplication and to maximize customer service.
5. CSH and FCDP agree to coordinate costs related to individual plans for mutual clientele as appropriate.
6. CSH and FCDP agree to maximize communication and service delivery in order to ensure optimum performance of each party's programs.

D. Other


The FCDP will maintain representation on the CSH Board of Directors through the Office of the SFSC President.

III. Duration of Agreement

The Term of this MOU shall be July 1, 2016 to June 30, 2017. By signing this agreement, both parties agree that the provisions contained herein are subject to all applicable Federal, State, and local laws, regulations and/or guidelines relating to nondiscrimination, privacy rights of participants, and maintenance of records and other confidential information relating to CSH customers. Renewal is at the discretion of one or both parties, and shall be exercised within thirty (30) days prior to the expiration of the agreement. The agreement may be amended at any time, in writing, and with mutual consent of both parties. Either party may terminate the agreement, in writing, without cause, with a thirty (30) calendar day notification.

By signatures affixed below, the parties specify their agreement:


South Florida State College  
Farmworker Career Development Program

  
\_\_\_\_\_  
Sidney E. Valentine, Jr.  
Vice President for Academic Affairs and  
Student Services

4/13/16

\_\_\_\_\_  
Date

CareerSource Heartland

  
\_\_\_\_\_  
Donna Doubleday  
President/CEO

4-14-16

\_\_\_\_\_  
Date

**Memorandum of Understanding between CareerSource Heartland  
and  
Indian River State College  
Farmworker Career Development Program**

**For The Delivery of Services to Farmworkers under the Workforce Innovation and Opportunity Act**

This Memorandum of Understanding (MOU) sets forth the terms of the agreement for cooperation and collaboration between CareerSource Heartland (CSH) and Indian River State College (IRSC) 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 CSH Career Center system; and
  - B. Satisfy the requirements contained in the Workforce Innovation and Opportunity Act (WIOA) for a Memorandum of Understanding between CSH and the FCDP to provide program career services in a coordinated, seamless, and customer-friendly manner within the locally established CSH service delivery system.

- II. Services  
CSH maintains centers throughout Local Workforce Development Area (LWDA) 19, which includes a center in Okeechobee County. Services will include the following:

- A. CareerSource Heartland

These services include referral of qualified candidates to open job orders, and access to other programs, activities, and support services provided by various partners. CSH maintains a "universal" eligibility for the provision of basic career services. Referrals for more intensive career services and job training may be extended to individuals who demonstrate the need and meet eligibility requirements.

All customers may explore work preparation and career development services, and have access to information on a range of employment, training, and adult literacy and occupational education programs both on-site and through electronic systems. 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. 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 Indian River State College by offering:

- Outreach, intake, orientation, eligibility determination, assessment, and counseling, as well as emergency services and referrals for farm workers.
- Testing, career determination, and development of an individual employment plan for eligible farm workers.
- Training services, which may include ESOL, GED, or vocational or certificate programs will be made available through the most appropriate facility in the area.
- Communication of job development services – prior to participant hire – to CSH to facilitate data entry into EFM (Employ Florida Marketplace).

Both FCDP and CSH will coordinate their efforts to meet participant service delivery and employer job order needs. Both parties shall retain fiscal responsibility and accountability for the administration of the funds allocated to them under specific WIOA sections, and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

C. Joint Services

1. CSH and FCDP staff will work together to build service delivery and placement plans for co-enrolled participants.
2. CSH and FCDP will share participants and resources by creating/developing a referral system form as a tool to better communicate between the organizations programs.
3. CSH and FCDP will use EFM as the shared database system.
4. CSH and FCDP will coordinate information and services to avoid duplication and to maximize customer service.
5. CSH and FCDP agree to coordinate costs related to individual plans for mutual clientele as appropriate.
6. CSH and FCDP agree to maximize communication and service delivery in order to ensure optimum performance of each party's programs.

D. Other

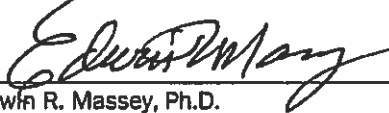
The FCDP will maintain representation on the CSH Board of Directors through the Office of the IRSC Provost, Dixon Hendry Campus.

III. Duration of Agreement

The Term of this MOU shall be July 1, 2016 to June 30, 2017. By signing this agreement, both parties agree that the provisions contained herein are subject to all applicable Federal, State, and local laws, regulations and/or guidelines relating to nondiscrimination, privacy rights of participants, and maintenance of records and other confidential information relating to CSH customers. Renewal is at the discretion of one or both parties, and shall be exercised within thirty (30) days prior to the expiration of the agreement. The agreement may be amended at any time, in writing, and with mutual consent of both parties. Either party may terminate the agreement, in writing, without cause, with a thirty (30) calendar day notification.

By signatures affixed below, the parties specify their agreement:

Indian River State College  
Farmworker Career Development Program



Edwin R. Massey, Ph.D.  
President

CareerSource Heartland



Donna Doubleday  
President/CEO

04/12/16

Date

4-11-16

Date

## MSFW Outreach Plan DeSoto/Hardee Career Centers

## PY 2016 - PY 2019 MSFW Outreach Goals

ACTIVITY	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
<b>FOCUS ON FARMWORKERS</b>												
Visits to MSFWs at labor camps, work sites, gathering areas, etc.	20	20	20	50	50	40	40	25	25	35	35	20
Presentations to groups of MSFWs (migrant education/Head Start parent meetings, ESL classes, churches, etc.)	10	10	20	20	20	20	10	20	15	15	5	5
Visits to staff/staff meetings at organizations which serve MSFWs	10	10	20	20	20	10	5	10	10	10	10	10
Attending MSFW interagency "councils"	0	5	5	5	5	5	0	5	5	0	0	0
Regular outstation visiting/intake	5	10	10	10	10	10	5	5	5	5	5	5
Other MSFW outreach activities*	15	20	15	10	10	12	15	20	10	15	20	15
<b>FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs</b>												
Visits to agricultural businesses	10	10	15	15	15	20	20	10	15	20	10	10
Visits to non-agricultural businesses	10	10	5	5	5	0	5	5	5	5	5	5
Presentations to meetings/groups of employers	0	5	5	5	5	0	5	5	5	5	5	5
Other employer focused activities to promote hiring MSFWs (such as job fairs)	5	10	5	5	5	10	10	10	10	10	10	5
Estimated outreach hours in month	106	126	126	136	135	126	126	116	116	135	126	106
Estimated number of MSFW outreach contacts^ by month	115	120	120	220	230	175	220	215	220	230	165	170
Estimated number of MSFW quality outreach contacts^ by month	25	25	50	105	145	120	50	60	50	120	100	100

\* Festivals, radio and other special events

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

Estimated total outreach time for the 12 months: 185 staff days x 8 hour days = 1480 outreach hours

Estimated total outreach contacts for the 12 months: 2200

Estimated total quality outreach contacts for the 12 months: 950

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

Estimated number of: Ag Job Orders: 50 Ag Positions: 2000 Ag Positions Filled: 1000 (Estimates for entire LWDA 19)

## MSFW Outreach Plan Highlands/Okeechobee Career Centers

## PY 2016 - PY 2019 MSFW Outreach Goals

ACTIVITY	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
<b>FOCUS ON FARMWORKERS</b>												
Visits to MSFWs at labor camps, work sites, gathering areas, etc.	20	20	20	50	50	40	40	25	25	35	35	20
Presentations to groups of MSFWs (migrant education/Head Start parent meetings, ESL classes, churches, etc.)	10	10	20	20	20	20	10	20	15	15	5	5
Visits to staff/staff meetings at organizations which serve MSFWs	10	10	20	20	20	10	5	10	10	10	10	10
Attending MSFW interagency "councils"	0	5	5	5	5	5	0	5	5	0	0	0
Regular outstation visiting/intake	5	10	10	10	10	10	5	5	5	5	5	5
Other MSFW outreach activities*	15	20	15	10	10	12	15	20	10	15	20	15
<b>FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs</b>												
Visits to agricultural businesses	10	10	15	15	15	20	20	10	15	20	10	10
Visits to non-agricultural businesses	10	10	5	5	5	0	5	5	5	5	5	5
Presentations to meetings/groups of employers	0	5	5	5	5	0	5	5	5	5	5	5
Other employer focused activities to promote hiring MSFWs (such as job fairs)	5	10	5	5	5	10	10	10	10	10	10	5
Estimated outreach hours in month	106	126	126	136	135	126	126	116	116	135	126	106
Estimated number of MSFW outreach contacts^ by month	115	120	120	220	230	175	220	215	220	230	165	170
Estimated number of MSFW quality outreach contacts^ by month	25	25	50	105	145	120	50	60	50	120	100	100

\* Festivals, radio and other special events

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

Estimated total outreach time for the 12 months: 185 staff days x 8 hour days = 1480 outreach hours

Estimated total outreach contacts for the 12 months: 2200

Estimated total quality outreach contacts for the 12 months: 950

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

Estimated number of: Ag Job Orders: 50 Ag Positions: 2000 Ag Positions Filled: 1000 (Estimates for entire LWDA 19)